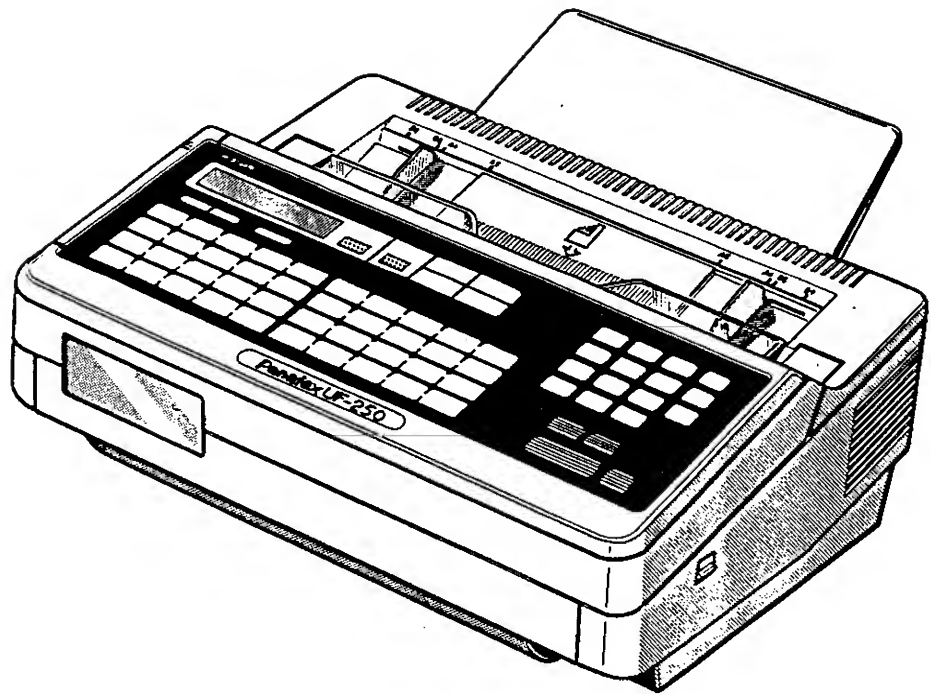


**Panasonic**

# **HOW TO USE YOUR Panafax UF-250**



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The contents of this manual are subject to change without notice

The Panafax UF-250 is an amazingly compact and versatile facsimile machine. It has all the easy-to-use and practical features\* you would expect to find, and probably some new ones that will surprise you. To get the most out of your new facsimile machine, we recommend that you read this user's guide carefully, and practice fingering the key operations as you read along.

Everyone should read the section CAUTION! and Chapter 1. GETTING TO KNOW YOUR UF-250. This will prepare you for Chapter 2. SETTING UP YOUR MACHINE. You may not need to use some of the features described here, e.g. the Program Keys and FAX Parameters, but you should know what they are about.

Chapter 3. TRANSMISSION explains all the transmission features. The first three sections (Basic Transmission Settings, Making Copies, and Direct Dialing Procedure) tell you the simplest features you need to know. But the remaining sections on Speed Dialing Techniques, Using the Timers, Program Keys, etc. will help you make the best use of your machine.

Chapter 4. RECEIVING DOCUMENTS complements the transmission features described in Chapter 3. In particular, it introduces you to Polling, Turnaround Polling, and Deferred Polling.

The last three chapters, PRINTOUT REPORTS AND LISTS, PROBLEM SOLVING, and APPENDIX provide additional information which you will eventually want to know, especially if you are interested in managing your facsimile system.

\* The Panafax UF-250 is compatible with CCITT G3 and G2 machines.



## **INTRODUCTION**

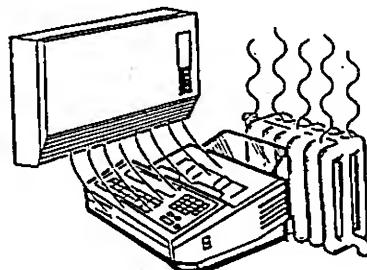
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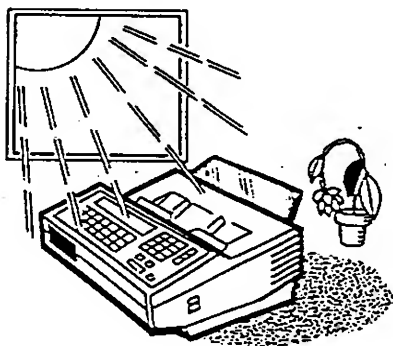
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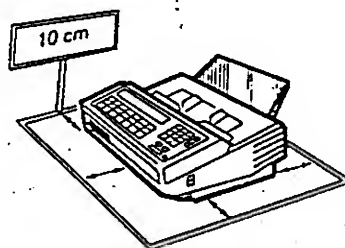
## **CAUTION!**



1. Do not install the machine near heating or air conditioning units.



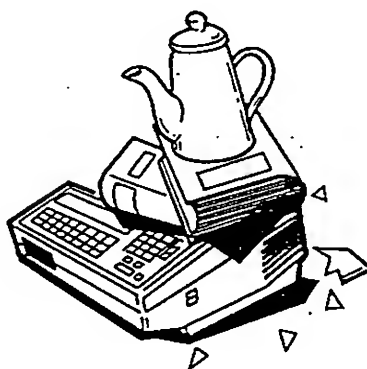
2. Avoid exposure to direct sunlight.



3. Install the machine on a flat place, and leave at least 10 cm of space between the machine and other objects.



4. Do not block the ventilation openings.



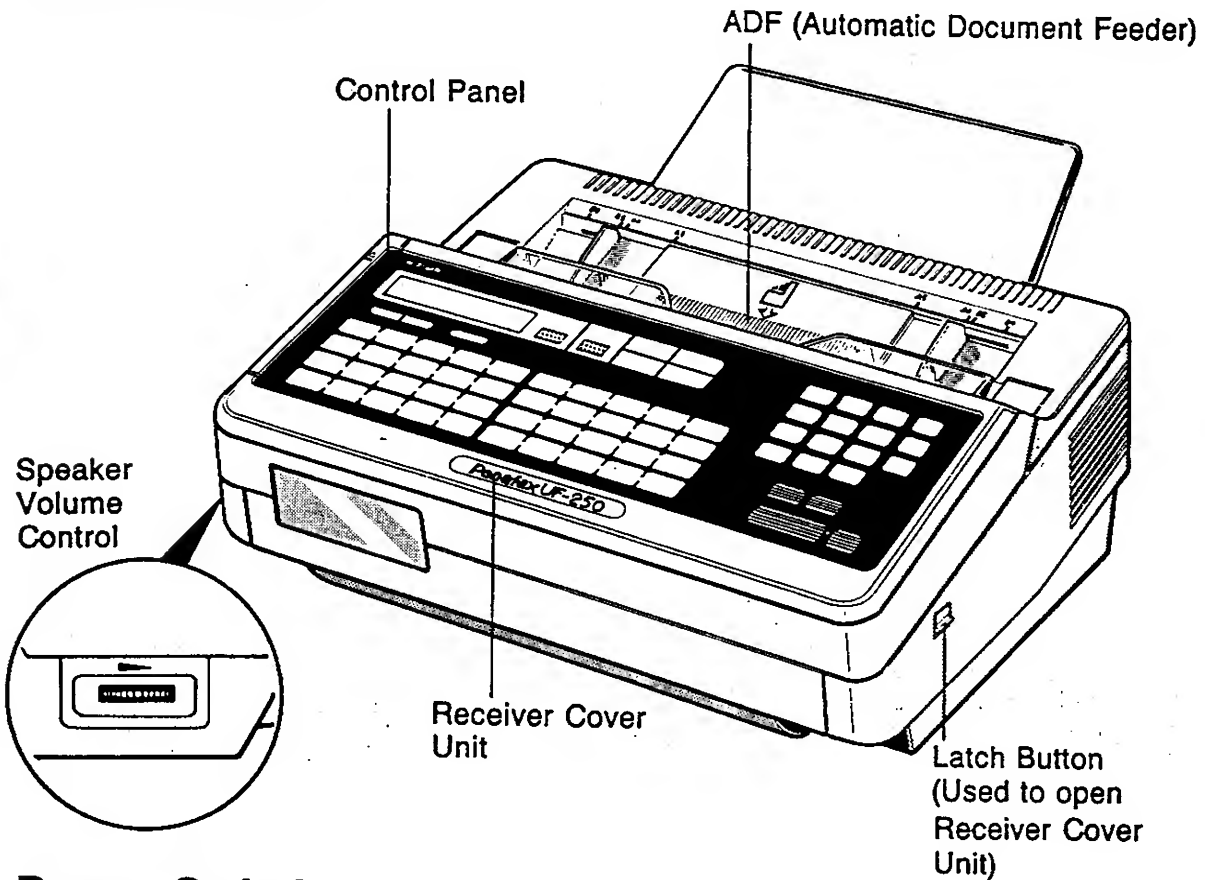
5. Do not place heavy objects, or spill liquids on the machine.

# 1

# GETTING TO KNOW YOUR UF-250

## MAJOR PARTS

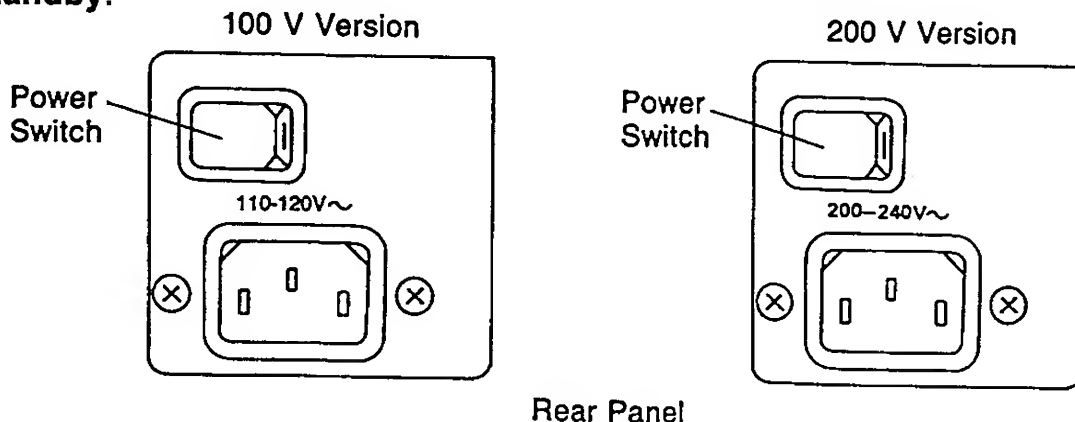
### External View



### Power Switch

To turn the power ON, set the power switch to "I". Keep your machine ON at all times. A constant power supply is necessary in order to maintain data (including facsimile numbers) stored in the machine's memory.

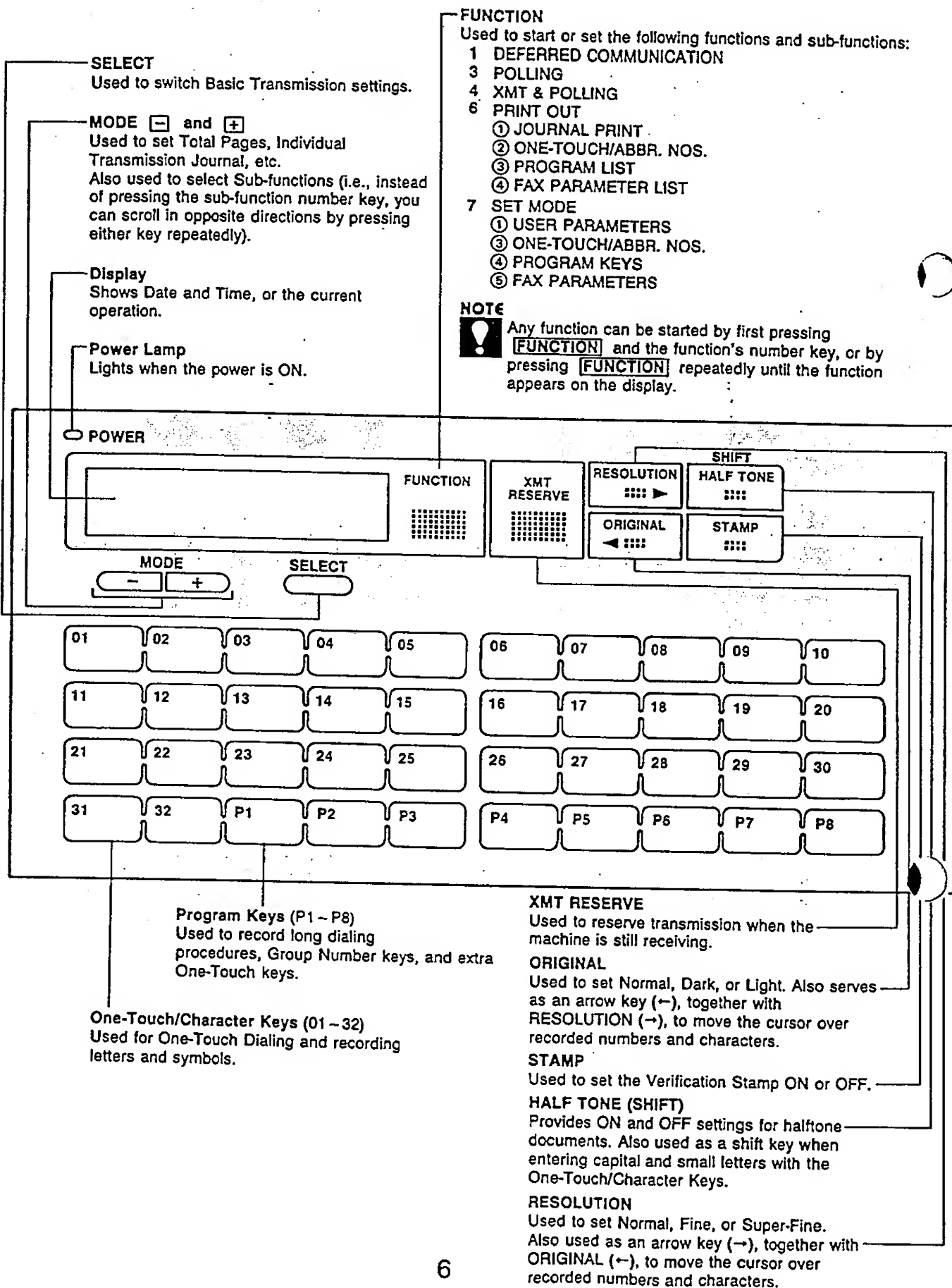
When you turn on the power, the LCD display will show a date and time (which you must reset). This indicates that the machine is in **Standby**.



Note that your machine also has a backup battery to keep stored data intact in case of short power failures.

# GETTING TO KNOW YOUR UF-250

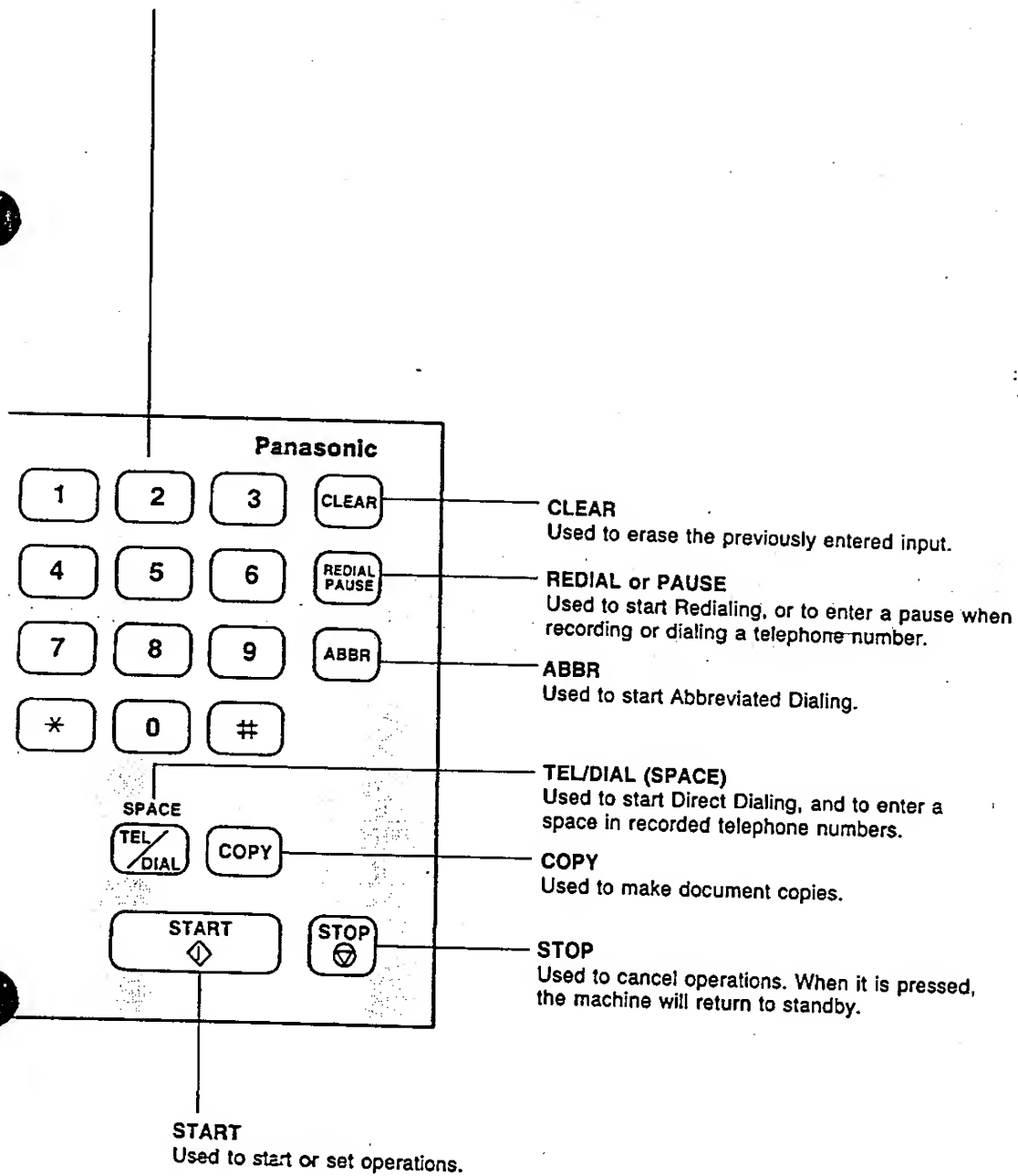
## Control Panel





# Keypad

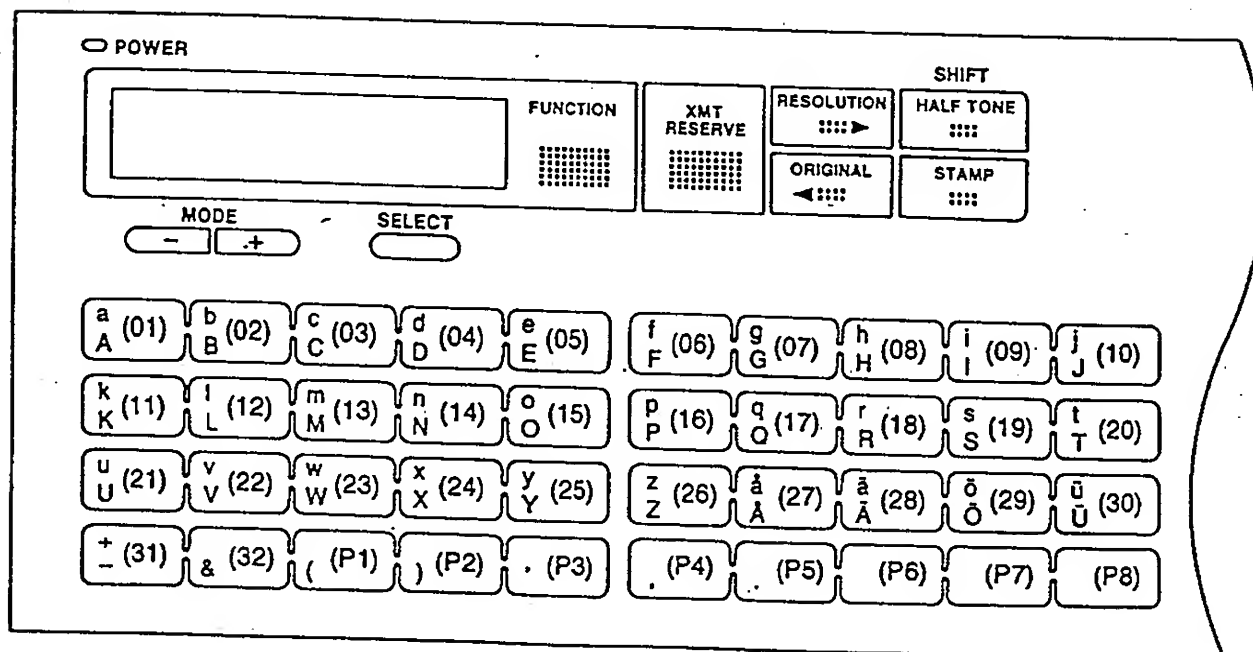
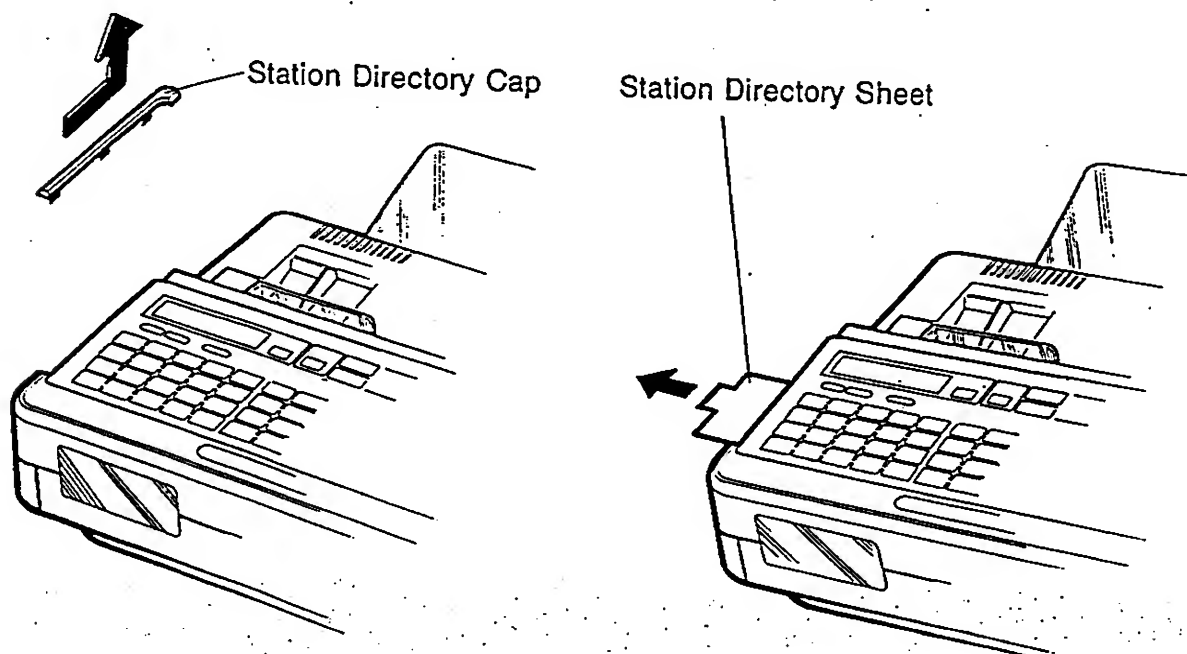
Used for Direct Dialing, recording phone numbers, and selecting functions.



# GETTING TO KNOW YOUR UF-250

## One-Touch/Character Key Layout

The One-Touch keys on the control panel also serve as character and symbol input keys when you need to record your LOGO and other station name. This layout is printed on the panel under the Station Directory Sheet, which can be pulled out as shown below.



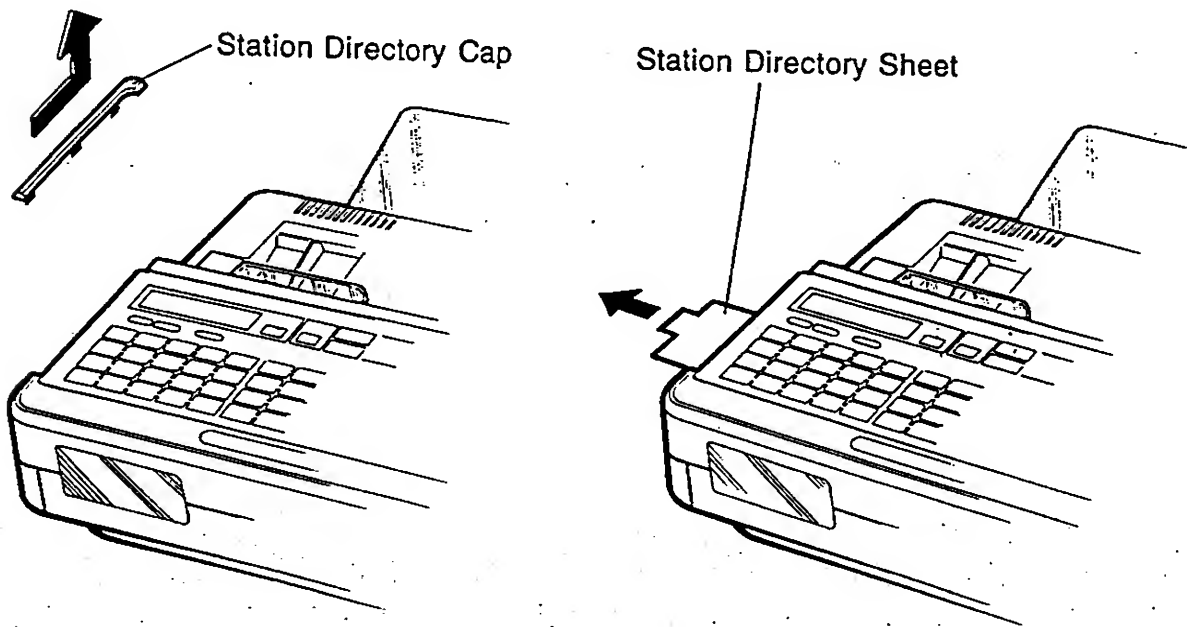
### NOTE



Whenever One-Touch keys are changed to the character key mode (to record your LOGO and other station names), capital letters are selected first. Use the SHIFT key to alternate to and from capital letters and small letters.

## Filling Out the Station Directory Sheet

Slide the Station Directory Cap forward and pull it off. Then pull out the Station Directory Sheet. Use a pencil or a ball-point pen to fill in the station directory with station names corresponding to the One-Touch number keys.



Station Directory Sheet

01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	P1	P2	P3	P4	P5	P6	P7	P8

PULL

### NOTE



If you use a pen, be sure the ink is dry. If you use a pencil, remove any excess lead before replacing the station directory.

## LOADING DOCUMENTS

### Documents You Can Send

In general, your machine will send any document printed on A4- or B4-size paper. You can also stack up to 30 sheets on the Automatic Document Feeder (ADF) at one time. If you want to send more pages, you can place them on top of the last page on the ADF once transmission has started, as long as you do not have more than 30 sheets on the ADF at any one time.

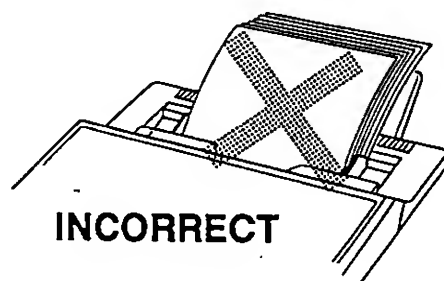
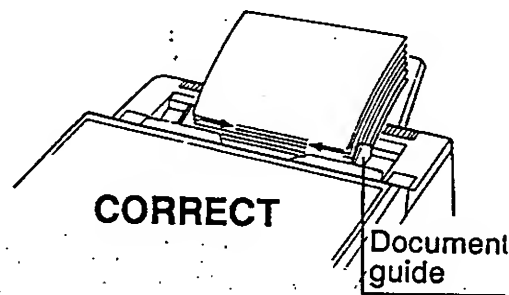
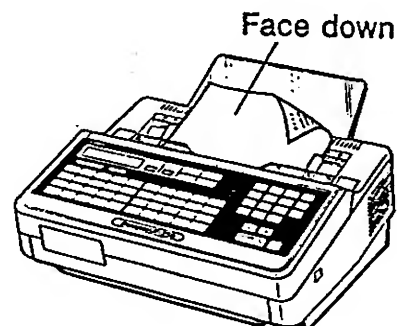
### Loading Procedure

First, make sure that your document is free of staples, paper clips, or other foreign objects. Place the document face down on the ADF with the top edge going into the machine. If you are sending 2 or more pages, make sure that the bottom sheet enters first.

Adjust the sliding document guides to ensure that the document is centred on the ADF.

The display message should change from date and time (standby) to DOCUMENT SET. You can now make basic transmission settings, or begin the dialing procedure.

DOCUMENT SET



## Documents You Cannot Send

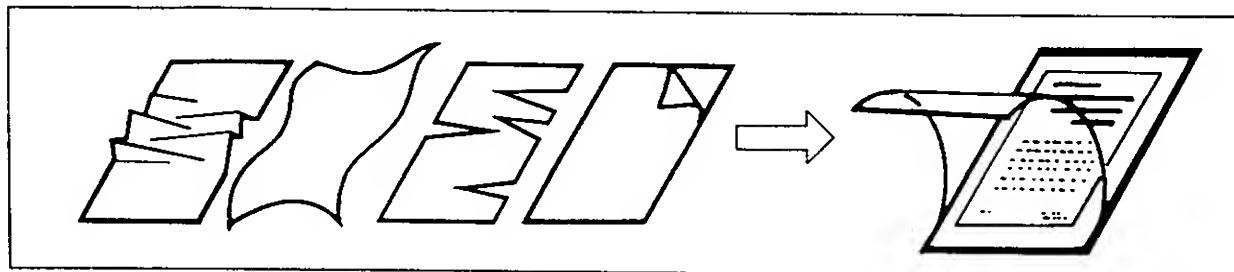
You must never try to send documents that are;

- Wet
- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (e.g. onionskin, airmail paper, pages from some magazines, etc.)
- Chemically processed (e.g. pressure-sensitive paper, carbon-coated paper, etc.)
- Coated (e.g. glossy paper, etc.)
- Smaller than 148 mm (W) × 73 mm (L)
- Made of cloth or metal

To transmit these kinds of documents, make a photocopy first, and then transmit the copy. In some cases you may use the Document Carrier instead.

## How to Use the Document Carrier

The Document Carrier is an A4-size transparent envelope that comes with your machine. Some kinds of documents which cannot be sent by themselves (e.g. torn, wrinkled, thin, chemically processed or coated documents) may be sent by putting them in the carrier, then placing the carrier in the ADF with the sealed edge in first, then start transmission.



Sealed edge

### NOTE



Originals that are thick or made of cloth, metal, photographic paper, etc., should be photocopied and the copies sent instead. Do not send documents larger than the carrier. Only one carrier may be sent at a time.

## 2

# SETTING UP YOUR MACHINE

This chapter is divided into four sections. The first section explains some basic settings, called User Parameters, which help you keep records of the documents you send and receive. These parameters include a built-in clock, which keeps the exact date and time, and a LOGO and ID number which help to identify your machine to the machines you communicate with. These parameters may be set for you when your machine is installed, but you should know how to set them yourself in case you want to change or reset anything.

The second section explains how to record fax numbers for "One-Touch" and "Abbreviated" dialing. Instead of dialing long numbers each time you send a document, you can assign a two-digit code number to each of the numbers you dial most often and store them in the machine's memory (it can hold up to 100 numbers).

One-Touch Dialing uses the first 32 two-digit code keys (01 - 32) on the control panel. To dial a number assigned to one of these codes, all you have to do is to press the right key and the Panafax UF-250 will dial the full number for you. You can also use the eight Program Keys (P1 ~ P8) as extra One-Touch keys too.

Abbreviated Dialing involves using the keypad on the control panel to dial code numbers 01 through 99 or 00. When you dial one of these codes, your machine will dial the full number assigned to the code for you. Note that codes 01 ~ 32 will call the same numbers recorded under the One-Touch keys.

The third section explains the procedures for setting and changing the Program Keys, labelled P1 ~ P8. These keys can be used as extra One-Touch keys. Or, they can be used to record long dialing procedures, such as Deferred Transmission, Polling, and Deferred Polling. They can also be used as One-Touch "Group Keys" by recording two or more One-Touch or Abbreviated dialing numbers. However, the numbers you record in the Program keys must be One-Touch Dialing or Abbreviated Dialing numbers which you have already recorded.

The last section describes the FAX Parameters which help to control the features of your machine.

### NOTE





Whenever you make a mistake in one of the above settings (except for the ID Number Setting), you can move the cursor left and right by pressing the **ORIGINAL** and **RESOLUTION** keys. They serve as ← and → function keys during these procedures. Press **CLEAR** or **SPACE** to erase a character you just entered.


# USER PARAMETERS

## How to Set the Date and Time


You can set or reset the date and time when your machine is in standby, or when you have already placed some documents on the ADF. To do so,

**1**

FUNCTION  
 and 

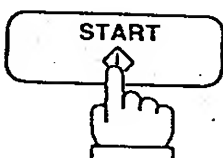
SET MODE  
NO. = 

**2**



USER PARAMETERS

**3**



DATE & TIME  
01-01-1988 15:00

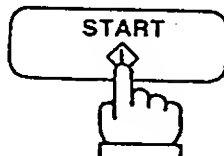
The display will show a date and time. Use the keypad to enter the new day (two digits), month (two digits), year, and time (24-hour clock).


Ex: 01 Jan. 1988 15:00 010119881500.

If you make a mistake, use the **ORIGINAL** and **RESOLUTION** keys to move the cursor to the incorrect number, and then enter the new number over it.

**4**

To set the date/time,



LOGO  


Now you can go on and set the LOGO, or return to standby with **STOP**.

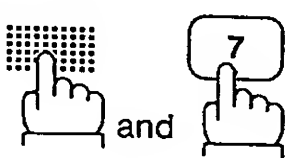


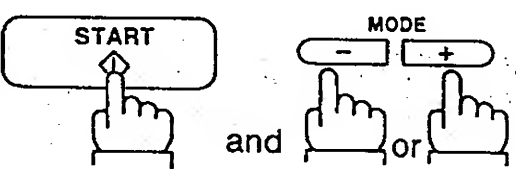
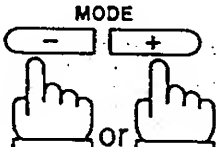



01-JAN-1988 15:00

# SETTING UP YOUR MACHINE

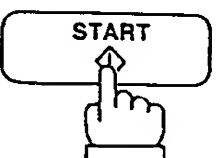

## How to Set Your LOGO

The LOGO helps identify you to someone who receives your document. To set your LOGO (25 characters max.), use the One-Touch/Character keys (see page 8).

If you have just set the date and time and pressed **START**, skip to Step 3 below. If not, start from Step 1.

<b>1</b>	FUNCTION 	SET MODE NO. = 
<b>2</b>		USER PARAMETERS
<b>3</b>	 and  repeatedly.	LOGO 
<b>4</b>	Enter each letter, number and/or symbol in your LOGO using the One-Touch/Character Keys. Ex: for PanaFax 	LOGO PanaFax 

If you use 21-25 characters, the display will not show the first 20 characters.

<b>5</b>		ID NO. 
To set the LOGO,		
Now you can go on and set the ID, or return to standby with <b>STOP</b> .		01-JAN-1988 15:00

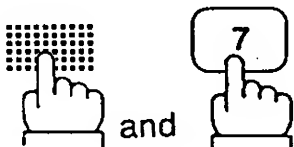


## How to Set Your ID Number

When you transmit, your ID will appear on the other person's display. When you receive documents, the sender's ID will appear on your display. We suggest you use your facsimile telephone number as your ID, but you may use any number up to 20 digits long.

If you have just set your LOGO and pressed **START**, skip to Step 3. If not start from Step 1.

**1** FUNCTION




and

SET MODE

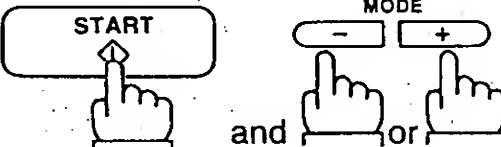
NO. = █

**2**



USER PARAMETERS

**3**



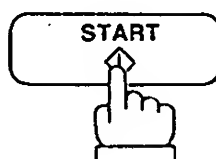
and repeatedly.

ID NO. █

**4** Enter the ID digits. Use **SPACE** to enter a space. If you enter 20 digits you will hear a pip-pip-pip sound at the end.

ID NO. 777 9876

**5**



To set the ID,

POLLING PASSWORD █

Now you can go on and set the POLLING PASSWORD, or return to standby with **STOP**.

01-JAN-1988 15:00

### NOTE



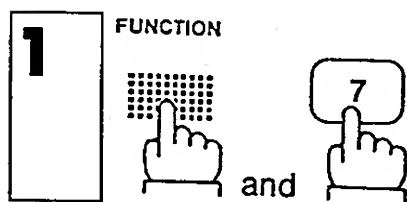
Press **CLEAR** to erase the number you just entered.

# SETTING UP YOUR MACHINE

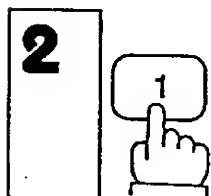
## How to Set the Polling Password

Polling means calling another station and requesting the transmission of documents to you. In this case, the other station must know in advance that you will call, and must have a document set on the ADF. You also need to record a polling password, shared by the other station, to ensure security.

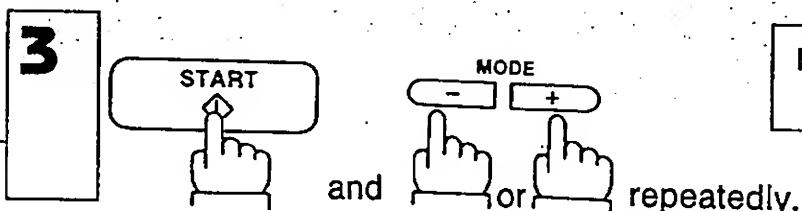
If you have just set your ID No. and pressed **START**, skip to step 3. If not start from step 1.



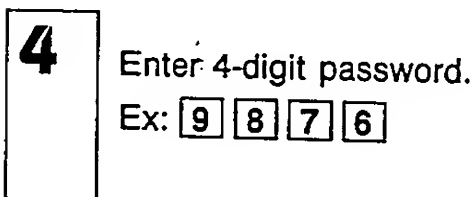
SET MODE  
NO. = █



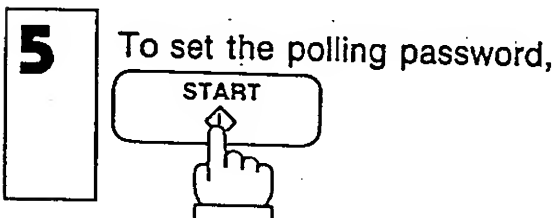
USER PARAMETERS



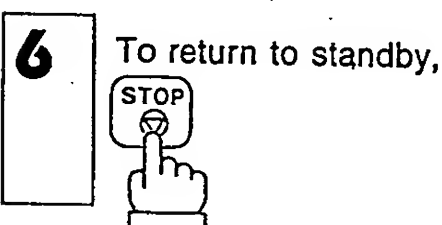
POLLING PASSWORD  
■■■■



POLLING PASSWORD  
9876



DATE & TIME  
01-01-1988 15:00



01-JAN-1988 15:00

### NOTE



Press **CLEAR** to erase the number you just entered.

# ONE-TOUCH/ABBREVIATED NUMBERS

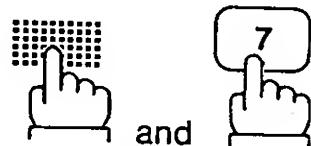
## Recording One-Touch and Abbreviated Dialing Numbers

One-Touch Dialing and Abbreviated Dialing are two fast ways of dialing full numbers.

To use these dialing methods, you must first record the full numbers using the following procedure.


- 1

FUNCTION

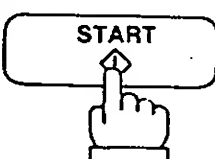


SET MODE

NO. = █
- 2



ONE - TOUCH / ABBR. NOS.
- 3



ONE - TOUCH / ABBR. █
- 4

To assign a One-Touch number, press one One-Touch key. Ex: 07.

To assign an Abbreviated number, press ABBR and two keys on the keypad to enter any code from 33 to 99 or 00. Ex: ABBR 6 2

[07] TELEPHONE NO.

█

[62] TELEPHONE NO.

█
- 5

Enter facsimile telephone number (up to 36 digits) including pauses, and spaces.

Ex: 9 PAUSE 5 5 5 SPACE 1 2 3 4

[07] TELEPHONE NO.

9 - 555 1234 █

### NOTE

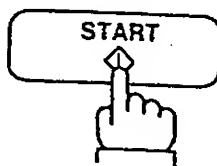


1. If you need a special access number to get an outside line, enter it first and then press PAUSE. A hyphen "-" is displayed for pause.
2. Use SPACE to enter a space between the numbers to make it easier to see.
3. When you input a wrong number in step 5, press CLEAR to erase the number before the cursor, then reenter the right number and press START.

# SETTING UP YOUR MACHINE

**6**

To set the number,



[07] STATION NAME

**7**

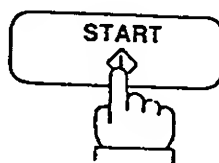
Enter receiving station's name (up to 15 characters) using One-Touch/Character keys (see page 8).

Ex: Panasonic → **P** **SHIFT** **a** **n** **a** **s** **o** **n** **i** **c**.

[07] STATION NAME  
Panasonic

**8**

To set the name,



[07] 2nd ABBR. NO.

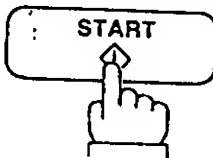
**9**

If the receiving party has a second facsimile telephone number, and you have already recorded it under another One-Touch or ABBR. key, you can enter it here as a second ABBR. NO. by pressing the One-Touch or ABBR. key. Ex: **15**

[07] 2nd ABBR. NO.  
[15] (Station name)

**10**

To set the second ABBR. NO.



ONE TOUCH/ABBR.

**11**

Repeat steps 4 to 10 to record more numbers, or, to return to standby press **STOP**.

01-JAN-1988 15:00

## NOTE



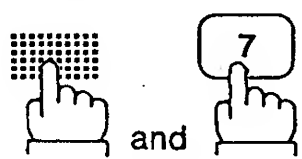
If you want to go back and change anything, e.g., the telephone number, press **START** repeatedly to skip through the preceding steps. You do not need to reenter everything again.

# PROGRAM KEYS

## Setting Program Keys

Use the following procedure to record a number, or a group of numbers, in a Program Key for Transmission, Deferred Transmission, Polling, or Deferred Polling.

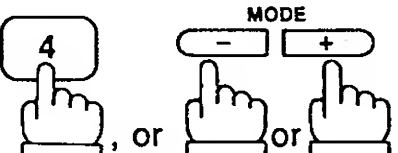
**1** FUNCTION



and

SET MODE  
NO. = ■

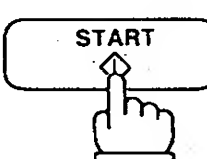
**2**



repeatedly.

PROGRAM KEYS

**3**



PROGRAM KEY ■

**4** Press one program key:  
P1 ~ P8.

NO. = ■ [P1]  
1: COMM. 2: DIALING

**5** To record Transmission or Polling,  
press 1 for COMM.

NO. = ■ [P1]  
1: XMT 2: POLLING

### NOTE



To record an extra One-Touch key, or a One-Touch group of numbers, press 2 for DIALING and go to Step 6, page 22.

CALLED STATIONS [P1]  
■

## SETTING UP YOUR MACHINE

**6**

To record Transmission numbers (Deferred or Not), press **[1]** for XMT. Or, to record Polling numbers, press **[2]** for POLLING and use the same procedure below.

DEFERRED XMT [P1]  
1: YES 2: NO NO. = **[ ]**

DEFERRED POLL [P1]  
1: YES 2: NO NO. = **[ ]**

**7**

For Deferred Transmission (or Deferred Polling) press **[1]** for YES.

START TIME **[ ]** :  
CALLED STATIONS

For ordinary Transmission (or Polling) press **[2]**.

CALLED STATIONS [P1]  
**[ ]**

**8**

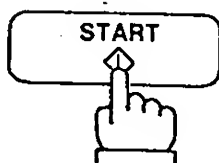
If you pressed **[1]**, enter the starting time (4 digits), and one or more station numbers (see Note) using One-Touch keys, or **ABBR** and two digits. Ex: One-Touch key **[10]**

START TIME 15:00  
[10] (Station name)

If you pressed **[2]**, enter one or more station numbers (see Note) using One-Touch keys, or **ABBR** and two digits. Ex: One-Touch key **[15]**

CALLED STATIONS [P1]  
[15] (Station name)

**9**



PROGRAM NAME [P1]  
**[ ]**

**10**

Enter PROGRAM NAME (up to 15 characters) using the One-Touch/Character keys (see page 8).

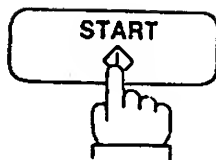
PROGRAM NAME [P1]  
XMT AT 3PM **[ ]**

### NOTE



You can use a Program Key for Multi-Station Polling, but cannot use for Multi-Station Transmission.

**11**



PROGRAM KEY 

You can now set another Program Key starting at step 4, or return to standby by pressing **STOP** .

## SETTING UP YOUR MACHINE

### If You Selected 2. Dialing in Step 5. Above,

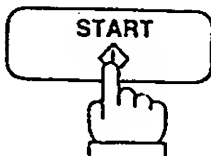
**6**

Enter one or more station numbers using One-Touch keys, or **ABBR** and two digits.

Ex: One-Touch key **32**

CALLLED STATIONS [P1]  
[32] (Station name)

**7**



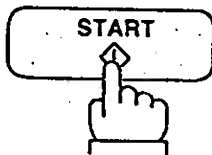
PROGRAM NAME [P1]  
█

**8**

Enter PROGRAM NAME (up to 15 characters) using the One-Touch/Character keys (see page 8).

PROGRAM NAME [P1]  
PR0G. 1 █

**9**



PROGRAM KEY █

You can now set another Program Key starting at step 4 (page 19), or return to standby by pressing **STOP**.

#### NOTE

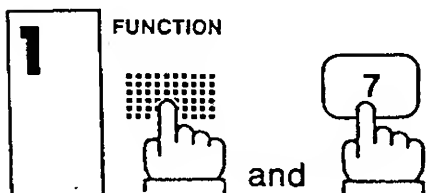


You cannot record basic transmission settings, such as Resolution.



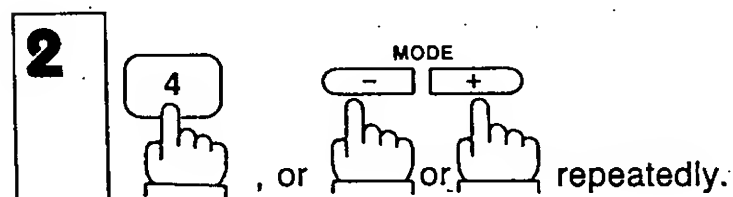
## How to Erase or Change Program Key Settings

To erase the settings in a Program Key, either completely or partially, and/or add new numbers, or change the program name, use the following procedure.

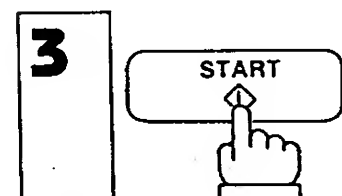


SET MODE

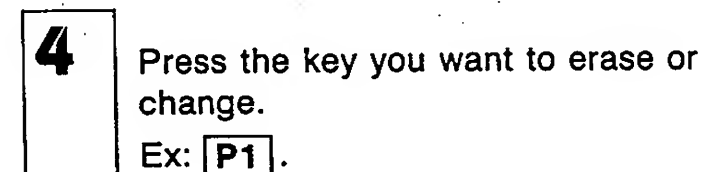
NO. = **1**



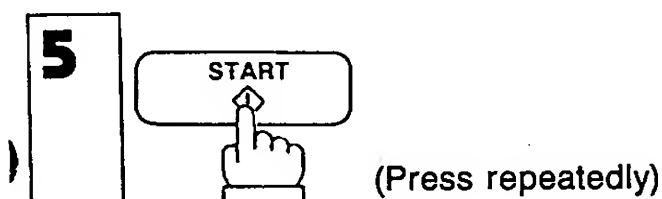
PROGRAM KEYS



PROGRAM KEY **1**



NO. = **1** [P1]  
1: COMM. 2: DIALING



If the key is a "Deferred" program, use steps (6a) through (6d) below.  
Ex: **10**.

START TIME **15:00**  
[10] (Station name)

If not, skip to steps (6e) through (6i).  
Ex: **32**.

CALLED STATIONS [P1]  
[32] (Station name)

### NOTE



When Deferred Communication program is used, first cancel the Deferred Communication by the instructions on page 47 and 56, and then complete the steps for canceling the Program Key Setting.

## SETTING UP YOUR MACHINE

### For Deferred Programs:

**6a**

To erase the program key, press **CLEAR** in step 4 and then press **START**.

**6b**

To change the start time, write over the start time, then press **START**.

**6c**

To erase, add or change the stations, first press **MODE** **-** or **+** to erase the cursor on the start time. Then, to erase some of the stations, use **MODE** **-** or **+** to find the station you want, and press **CLEAR**. To add new stations, use One-Touch keys or **ABBR** and two digits. To change stations, erase and add new numbers as explained above.

Then press **START**.

**6d**

To change the program name, press **START** repeatedly until **PROGRAM NAME** is displayed, then write over the name and press **START**.

#### NOTE



In steps (6a), (6b), (6c) and (6d) above, you can return to standby by pressing **STOP**. But, be sure to press **START** to store the new settings before pressing **STOP**.

## For Non-Deferred Programs:

**6e**

To erase the program key, press **CLEAR** in step 4 (page 23) and then press **START**.

**6f**

To erase some of the stations, use MODE **-** and **+** to find the station you want, then press **CLEAR**.

**6g**

To add new stations, use One-Touch keys or **ABBR** and two digits.

**6h**

To change stations, erase and add new numbers as explained above.

**6i**

To change the program name, press **START** repeatedly until PROGRAM NAME is displayed, then write over the name and press **START**.

### NOTE



In steps (6e), (6f), (6g), (6h) and (6i) above, you can return to standby by pressing **STOP**. But, be sure to press **START** to store the new settings before pressing **STOP**.

# SETTING UP YOUR MACHINE

## FAX PARAMETERS

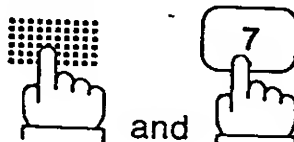
Your facsimile machine has a variety of adjustable FAX parameters. These parameters, listed in the Parameter Table, are normally preset for you and do not need to be changed. If you do decide to change anything, read the table carefully.

Some parameters, such as the Resolution, Contrast, and Verification Stamp parameters, can be temporarily changed by simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values. Other parameters can only be changed by the procedure described below.

### Setting FAX Parameters

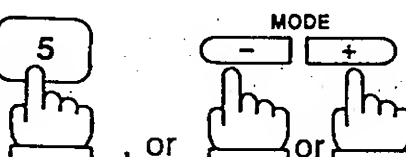
- 1**

FUNCTION



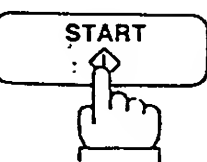
and

SET MODE  
NO. = **1**
- 2**



, or repeatedly.

FAX PARAMETERS
- 3**



FAX PARAMETER  
NO. **1**
- 4**

Enter a fax parameter number (always 2 digits) from the Parameter Table (see page 28).

Ex: **01** for RESOLUTION.

(Note: The bracketed number is a factory preset value which you may ignore.)

FAX PARAMETER  
NO. 01 [**1**] = **1**
- 5**

Enter different setting number.

Ex: **2** changes Resolution to FINE.

FAX PARAMETER  
NO. 01 [**1**] = **2**

**6**

FAX PARAMETER  
NO. ■

**7**

You can now return to step 4 to set the next parameter, or, return to standby by pressing **STOP**.

**2****NOTE**

To cancel any digit entered, press **CLEAR** in step 5, and then start again from step 3.

## SETTING UP YOUR MACHINE

### Parameter Table

Parameter number	Parameter	Setting Number	Setting	Standard Setting
01	Resolution	1	Standard	○
		2	Fine	
		3	Super Fine	
02	Contrast	1	Normal	○
		2	Dark	
		3	Light	
03	Verification Stamp	1	ON	○
		2	OFF	
04	Polled	1	OFF	○
		2	ON	
05	Automatic Journal Print	1	Yes	○
		2	No	
06	Printout Heading	1	Inside copy area	○
		2	Outside copy area	
		3	Not printed	
07	Dialing Method	1	Tone	
		2	Pulse	○
15	ECM (Error Correction Mode)	1	OFF	
		2	ON	○

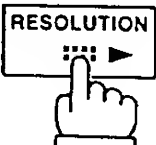


# 3 TRANSMISSION

## BASIC TRANSMISSION SETTINGS

You can temporarily change six basic settings (Resolution, Contrast, Halftone, Verification Stamp, Total Pages, and Individual Transmission Journal) before any ordinary transmission. These settings can be altered before or after you place documents on the ADF. After you finish transmission, your machine will automatically return to the preset settings (except for Individual Transmission Journal, which will remain as you set it). You can also change these settings during transmission, but the change will not become effective until the next page is transmitted.

### Resolution

Your machine is preset to Standard resolution, which is suitable for ordinary documents. Use FINE or Super-FINE for very detailed documents.

<b>1</b>		<p>01 - JAN - 1988 15:00 RESOLUTION=STD (STD = Standard)</p>
<b>2</b>	 <p>If satisfied, go to Step 4.</p>	<p>01 - JAN - 1988 15:00 RESOLUTION=FINE</p>
<b>3</b>		<p>01 - JAN - 1988 15:00 RESOLUTION=S FINE (S FINE = Super-FINE)</p>

To return to Standard, press **RESOLUTION** again.

<b>4</b>	<p>You can now dial by pressing <b>TEL/DIAL</b> and a full number, a One-Touch key, <b>ABBR</b> and two digits, or <b>REDIAL</b>.</p>
----------	---

#### NOTE



After changing the Resolution setting, you can

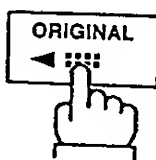
1. return to standby with **STOP**, or,
2. make a copy of the document to test the new Resolution setting by pressing **COPY**, or,
3. start a different series of settings by pressing **HALF TONE**, **ORIGINAL**, **STAMP**, **MODE** **-** **+**, or **FUNCTION**.
4. To change the preset Resolution position, see page 26.

# TRANSMISSION

## Contrast

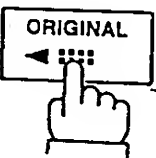
Your facsimile machine is preset for NORMAL contrast. If you have to send a document with dark contrast, you may get better results by changing the setting to DARK. If you have to send a document with light contrast, it may be wise to change the setting to LIGHT. As a test, you can make a trial copy before transmitting (see page 36).

**1**



01-JAN-1988 15:00  
ORIGINAL=NORMAL

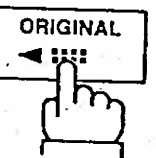
**2**



01-JAN-1988 15:00  
ORIGINAL=DARK

If satisfied, go to Step 4.

**3**



01-JAN-1988 15:00  
ORIGINAL=LIGHT

To return to NORMAL, press **ORIGINAL** again.

**4**

You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

### NOTE



After changing the Contrast setting, you can

1. go to standby with **STOP**, or,
2. make a copy of the document to test the new Contrast setting by pressing **COPY**, or,
3. start a different series of settings by pressing **RESOLUTION**, **HALF TONE**, **STAMP**, MODE **-** **+**, or **FUNCTION**.
4. To change the preset Contrast position, see page 26.



## Halftone

The Halftone setting is useful when sending photos or illustrations with gray tones. Your machine is preset with HALF TONE=OFF because a transmission with halftone may take longer. To switch to HALF TONE=ON,

1



01-JAN-1988 15:00  
HALF TONE=OFF

Your display should show HALF TONE=OFF.

2



01-JAN-1988 15:00  
HALF TONE=ON

In this case Resolution is automatically set at FINE and Original is limited to NORMAL and DARK selections only. If you wish to go to HALF TONE=OFF, press **HALF TONE** again.

3

You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

### NOTE



After changing the Halftone setting, you can

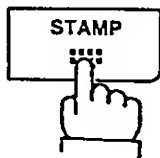
1. return to standby with **STOP**, or,
2. make a copy of the document to test the new Halftone setting by pressing **COPY**, or,
3. start a different series of settings by pressing **ORIGINAL**, **STAMP**, **MODE**, **-**, **+** or **FUNCTION**.

# TRANSMISSION

## Verification Stamp

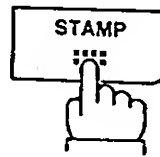
Your facsimile machine is normally preset to stamp the bottom of each page you send with a small pink mark indicating that the page was successfully transmitted. Although this mark will not show up in copies or facsimiles (if you decide to send the same document again), you may not want to have this mark on some of your documents. To set the Verification Stamp OFF,

**1**



01 - JAN - 1988 15:00  
STAMP=ON

**2**



01 - JAN - 1988 15:00  
STAMP=OFF

To return to STAMP=ON, press **STAMP** again.

**3**

You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

### NOTE



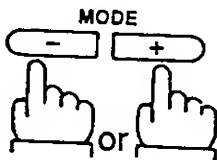
After changing the Stamp setting, you can

1. return to standby with **STOP**, or,
2. start a different series of settings by pressing **RESOLUTION**, **ORIGINAL**, **HALF TONE**, **MODE** **-** **+**, or **FUNCTION**.
3. To change the preset Stamp position, see page 26.

## Total Pages

The page number will be printed at the top of each page you send. You can also set, however, the total number of pages you send so that it will be printed on each page in addition to the page number. (e.g., 01/05, 02/05, etc.)

**1**



repeatedly.

01-JAN-1988 15:00  
TOTAL PAGES=■

**2**

Enter any number 1-99. If you make an error, press **CLEAR** and reenter the correct number.

Ex: **5**.

01-JAN-1988 15:00  
TOTAL PAGES=5■

**3**

You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

**3**

### NOTE



1. Remember, stack 30 pages maximum at a time.
2. After changing the Pages setting, you can
  - a) return to standby with **STOP**, or,
  - b) start a different series of settings by pressing **RESOLUTION**, **ORIGINAL**, **STAMP**, **HALF TONE**, **MODE** **-** **+** or **FUNCTION**.

# TRANSMISSION

## Individual Transmission Journal

You may want to keep a separate record of each transmission you make to some or all your clients. Your machine can save you the trouble of writing records by printing out a Transmission Journal for you at the end of any particular transmission. To obtain a journal printout, set as follows;

**1**

MODE  
- +  
or  
repeatedly.

01 - JAN - 1988 15:00  
XMT JRNL=OFF

**2**

SELECT

01 - JAN - 1988 15:00.  
XMT JRNL=ON

To return to XMT JRNL=OFF, press **SELECT** again.

**3**

You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

### NOTE

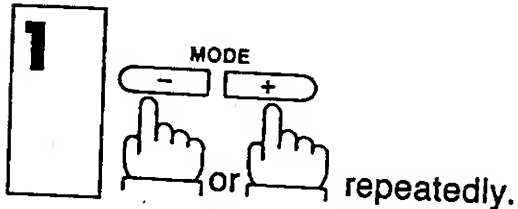


After changing the XMT JRNL setting, you can

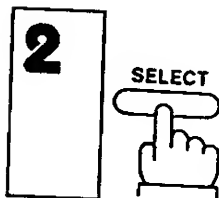
1. return to standby with **STOP**, or,
2. start a different series of settings by pressing **RESOLUTION**, **ORIGINAL**, **HALF TONE**, **STAMP** MODE **-** **+**, or **FUNCTION**.
3. Unlike the other settings, Individual Transmission Journal does not return to a preset position after transmission.

## Error Correction Mode (ECM)

You can transmit documents free of errors by setting ECM to ON. In case transmission speed is more important than reproduction quality of documents being sent, you may set ECM to OFF. To set ECM to OFF,



01 - JAN - 1988 15:00  
ECM=ON



01 - JAN - 1988 15:00  
ECM=OFF

To return to ECM = ON, press **SELECT** again.

**3** You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

### NOTE



After changing the ECM setting, you can

1. return to standby with **STOP**, or,
2. start a different series of settings by pressing **RESOLUTION**, **ORIGINAL**, **STAMP**, **HALF TONE**, MODE **-** **+**, or **FUNCTION**.
3. To change the preset ECM position, see page 26.

## TRANSMISSION

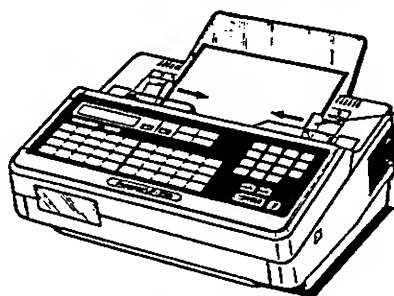
### MAKING COPIES

Before you send a document, you can make a copy of it to see what it will probably look like to the person who receives it.

**1**

Place documents face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



Document Guide

**2**

If necessary, adjust **RESOLUTION**, **ORIGINAL**, and **HALF TONE** (review pages 29 - 31).

**3**



\* COPY \*

#### NOTE



1. To stop the copy process, press **STOP**.
2. To make copies of more than 30 pages, add additional pages while at least one page still remains on the ADF.
3. When making a copy, your machine will automatically select Fine Resolution, unless you change the setting.

# DIRECT DIALING PROCEDURE

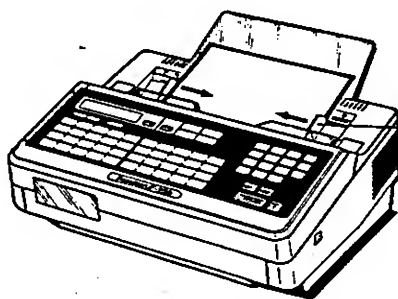
You can send facsimiles in several ways. Here we explain the two most basic ways: Dialing from the keypad and dialing from the telephone set connected to your machine. These two direct dialing methods will let you use your machine right away, and show you that it is as easy to use as your telephone.

## Dialing from the Keypad

**1**

Place documents face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



Document Guide

**2**



\* DIALING \*

**3**

Use the keypad to "dial" a number.

Ex: **5 5 5 - 1 2 3 4**.

(See Note 1).

\* DIALING \*  
5551234

Your machine will ring the number. If the line is free, your documents will be sent. If the other station has an ID, it will appear on the display.

ON LINE \* XMT \*  
5551234

If the line is busy, your machine will redial the number for you twice after three minute intervals (see Note 2). When transmission ends, the display will show the number of pages sent.

COMPLETED  
TOTAL PAGES=30

### NOTE



1. If you need a special access number to get an outside line, dial it first and then press **PAUSE** to enter a pause (represented by a "—") before dialing the full number.

Example: **9 PAUSE 5 5 5 1 2 3 4**

2. If the line is still busy after the second automatic try, you can start another round of automatic dialing by pressing **REDIAL** (see page 43).

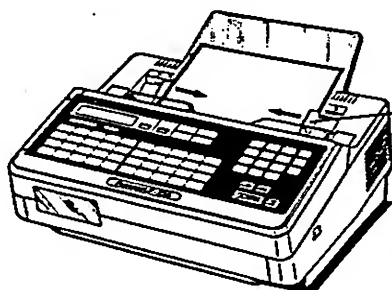
# TRANSMISSION

## Dialing from the Telephone Set

**1**


Place documents face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



Document Guide

**2**

Lift receiver  and dial the number of the receiving facsimile machine.

DOCUMENT SET

Ex: **5** **5** **5** - **1** **2** **3** **4**

If the line is free and the other machine answers, you will hear a long "beep" sound.

**3**



BEEP

then

START



then hang up.

ON LINE \* XMT \*

ON LINE \* XMT \*  
ID:

COMPLETED  
TOTAL PAGES=05

Your machine will send your documents (see Note). If the other station has an ID, it will appear on the display. When transmission ends, the display will show the number of pages sent.

### NOTE



If the line is busy, you must hang up and try again later. You cannot use the Redial feature for numbers dialed from the telephone set.



# SPEED DIALING TECHNIQUES

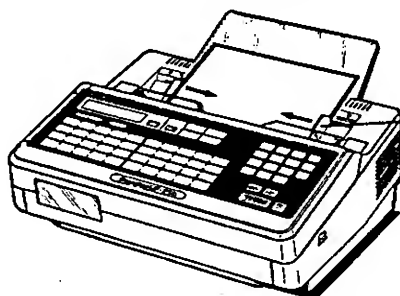
This section explains how to perform One-Touch dialing and Abbreviated dialing. Redialing and Reserving for Transmission (XMT RESERVE) are also explained.

To review how to record One-Touch and Abbreviated dialing numbers, see pages 17 and 18.

## One-Touch Dialing

**1**

Place documents face down on the ADF. Adjust left and right Document Guides.



DOCUMENT SET

Document Guide

**2**

Press a One-Touch key.

Ex: **07**

\* DIALING \*  
[07] (Station name)

The display will show the 2-digit code and station name. The full number (e.g. 9-555 1234) will then be dialed and shown on the display.

\* DIALING \*  
9-555 1234

If the number dialed answers, document transmission will start. If the other station has an ID, it will appear on the display. When transmission ends, the display will show the number of pages sent.

ON LINE \* XMT \*  
ID:

COMPLETED  
TOTAL PAGES=05

## TRANSMISSION

### When 2nd ABBR. NO. is set,

**3a**

If the number is busy, the machine will automatically dial the 2nd ABBR. NO. which you have already recorded (Ex: **11**). (See page 18.)

**\* DIALING \***

**[11] (Station name)**

If the 2nd number is also busy, the machine will wait three minutes and then automatically redial the 1st number and 2nd number each 2 times in the same way.

**WAITING TO DIAL**

**[07] (Station name)**

### When 2nd ABBR. NO. is not set,

**3b**

If the number is busy, the machine will wait three minutes and then automatically redial the same number. If the line is still busy, the machine will wait and redial one more time automatically.

**WAITING TO DIAL**

**[07] (Station name)**

**4**

If no contact is made, the display will show an information code (e.g., CODE = 630 indicates the line was busy).

**INCOMPLETE**

**INFO. CODE=630**

#### NOTE



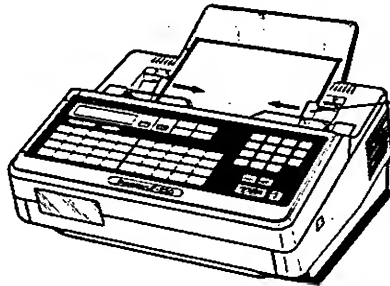
To redial a busy number, see page 43.

## Abbreviated Dialing

**1**

Place documents face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



Document Guide

**2**



and two keys. Ex: **6** **2**

\* DIALING \*  
[62] (Station name)

The display will show the 2-digit code and station name. The full number (e.g. 555 1234) will then be dialed and shown on the display.

\* DIALING \*  
555 1234

If the number dialed answers, document transmission will start. If the other station has an ID, it will appear on the display. When transmission ends, the display will show the number of pages sent.

ON LINE \* XMT \*  
ID:

COMPLETED  
TOTAL PAGES=05

### When 2nd ABBR. NO. is set,

**3a**

If the number is busy, the machine will automatically dial the 2nd ABBR. NO. which you have already recorded (Ex: **70**). (See page 18.)

\* DIALING \*  
[70] (Station name)

If the 2nd number is also busy, the machine will wait three minutes and then automatically redial the 1st number and 2nd number each 2 times in the same way.

WAITING TO DIAL  
[62] (Station name)

**3**

## TRANSMISSION

When 2nd ABBR. NO. is not set,

**3b**

If the number is busy, the machine will wait three minutes and then automatically redial the same number. If the line is still busy, the machine will wait and redial one more time automatically.

WAITING TO DIAL  
[62] (Station name)

**4**

If no contact is made, the display will show an information code (e.g., CODE=630 indicates the line was busy).

INCOMPLETE  
INFO. CODE=630

### NOTE



To redial a busy number, see page 43.

## Redialing

If the number you dialed is busy or there is no answer, your machine will wait three minutes and then automatically redial the number for you. If the line is still busy, the machine will wait and redial one more time.

If the line is still busy you can redial the last number (e.g. 07) by simply pressing

**REDIAL**.

If no contact is made, the display will show an information code.

You can use Redial after dialing a number using one of the following,

- One-Touch dialing
- Abbreviated dialing
- Direct dialing from the keypad
- Redialing

Your machine will redial the last number a total of three times.

Even if you make contact and succeed in sending your documents, you can still use **REDIAL** to contact the same number again.

\* DIALING \*  
[07] (Station name)

WAITING TO DIAL  
[07] (Station name)

INCOMPLETE  
INFO. CODE=630


\* DIALING \*  
[07] (Station name)

## XMT RESERVE

### Reserving Your Machine for Transmission (XMT Reserve)

If you are in a hurry to send some documents, but your facsimile machine is busy receiving documents, you can save time by "reserving" the machine for transmission.

"Reserving" means presetting a One-Touch, Abbreviated Dialing, or full telephone number. Then, when the machine has finished receiving, it will automatically begin to dial the number you set.

- 1** Place documents face down on the ADF and
- 

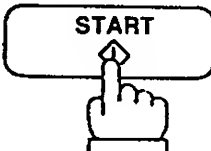
XMT RESERVE  
CALLED STATION

- 2** Adjust basic settings, e.g. Resolution (see page 29 - 35).

XMT RESERVE  
RESOLUTION=FINE

- 3** Dial by pressing a One-Touch key, **ABBR** and 2 digits, or **TEL/DIAL** and a full number.  
Ex: One-Touch key **15**

XMT RESERVE  
[15] (Station name)

- 4**
- 

ON LINE \* RCV \*  
XMT RESERVED

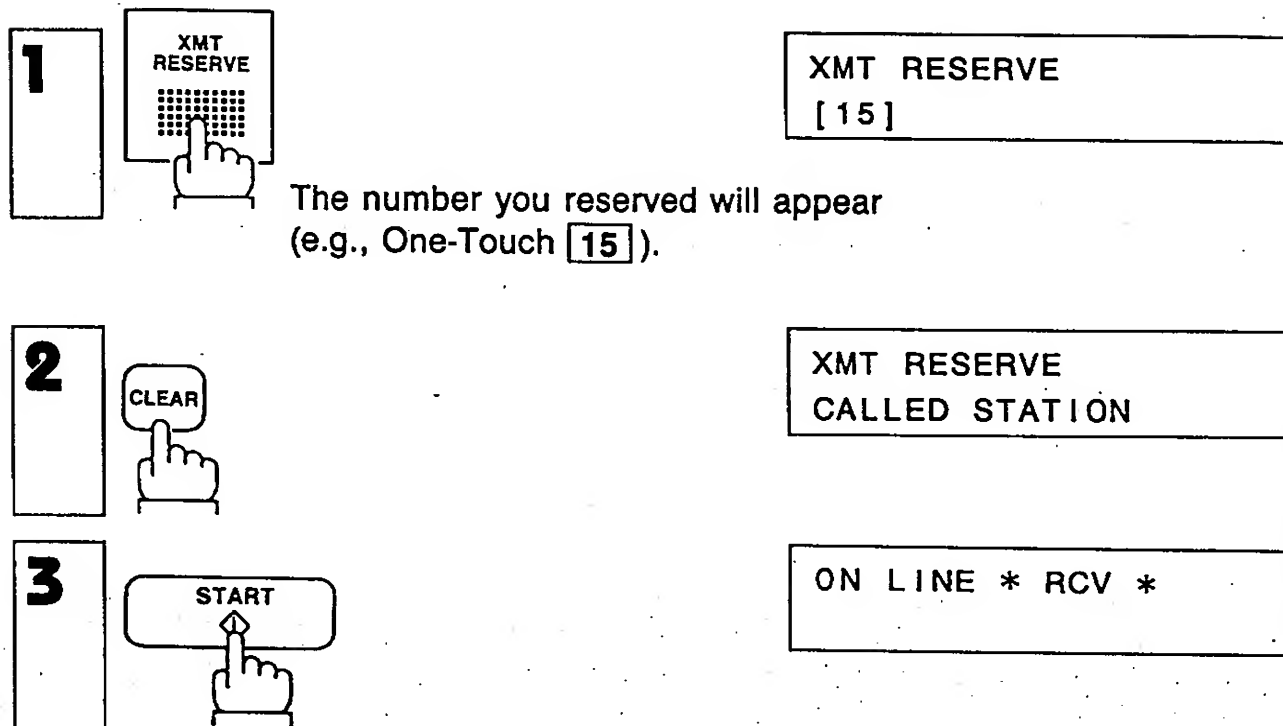
#### NOTE



XMT RESERVE cannot be used when the machine has been set for DEFERRED COMMUNICATION (see pages 46 and 55).

## Cancelling XMT Reserve

If necessary, you can also cancel XMT RESERVE while your machine is still busy receiving documents.



Now, when your machine finishes receiving documents it will automatically return to standby.

# TRANSMISSION

## USING THE TIMERS FOR TRANSMISSION

You can send documents to one station at any fixed time within 24 hours. Built-in timers make this DEFERRED TRANSMISSION possible. Note that both Deferred Transmission and Deferred Polling (see page 55) can be set independently to occur at different times.

### Deferred Transmission

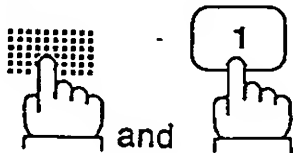
1

Place documents face down on the ADF.  
Adjust left and right Document Guides.

DOCUMENT SET

2

FUNCTION



DEFERRED COMM. NO. = **1**  
1:XMT 2:POLLING

3

Select 1. XMT.



START TIME **1** :  
CALLED STATIONS

4

Enter start time from keypad.  
(Use 4 digit, 24-hour clock.)

Ex: **1** **5** **0** **0** (3 p.m.)

START TIME 15:00  
CALLED STATIONS

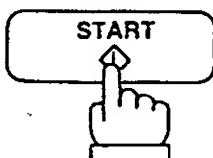
5

Dial by pressing a One-Touch key, or **ABBR** and 2 digits.

Ex: One-Touch key **10**

DEFERRED XMT 15:00  
[10] (Station name)

6



DOCUMENT SET

DEFERRED XMT 15:00  
[10] (Station name)

DOCUMENT SET display and Deferred XMT display will flash alternately until transmission actually takes place.

#### NOTE



When you input a wrong number, press **CLEAR**, then reenter the right number.



## How to Cancel or Change Timer Settings

**1** FUNCTION



and

DEFERRED COMM. NO. = **1**  
 1: XMT 2: POLLING


**2**



Select 1: XMT

START TIME **15:00**  
 [10] (Station name)

**3**

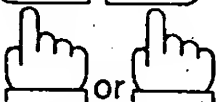


To cancel Deferred XMT in step 1.

MODE

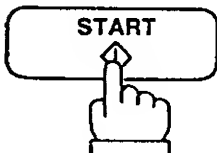
-

+



To change a station, or then, press **CLEAR**.  
 To enter new number, use One-Touch key, or **ABBR** and two digits.

**4**



### NOTE



1. When Deferred XMT is set, you can still send, poll, or copy documents. To send or copy, remove documents (if any) from the ADF and set new documents. Then follow normal procedure. To poll, simply follow normal procedure.
2. You cannot use Set Mode functions or XMT RESERVE when Deferred Communication is set.

## PROGRAM KEYS

### How to Use Program Keys

Once you have recorded a number, or group of numbers under a Program Key (see pages 19-25), you can use the key by following steps below.

To transmit documents using program keys,

**1**

Place documents face down on the ADF.

DOCUMENT SET

**2**

Press program key:

Ex: **P2**

DOCUMENT SET

[P2] (Program name)

Dialing automatically begins. (See Note)

\* DIALING \*

[20] (Station name)

-To poll documents using program keys,

**1**

Make sure no documents are on the ADF.

01-JAN-1988 15:00

**2**

Press program key:

Ex: **P3**

01-JAN-1988 15:00

[P3] (Program name)

Dialing automatically begins. (See Note)

\* DIALING \*

[21] (Station name)

#### NOTE



The display varies according to the entered mode settings.

# VOICE CONTACT

## Making Voice Contact after Sending

You may want to talk to the other person over the phone after sending documents. To do so,

**1**



While you are sending

ON LINE \* XMT \* TEL

When sending is over you will hear a beep-beep-beep sound coming from your machine.

**2**

Lift the receiver



and



again.

ON LINE \* XMT \* TEL  
OPERATOR CALLING

**3**

Talk. HELLO



### NOTE



To make voice contact while you are receiving documents, see page 57.

## What to Do When the Other Party is Set for Manual Reception

If the other party is set for Manual Reception, you will hear a voice from the speaker of your machine when you try to transmit documents. The voice is the other party answering the phone. In this case, lift your receiver and press **STOP**. Tell the other party to prepare for reception. When you hear a beep sound, press **START**.

# 4

## RECEIVING DOCUMENTS

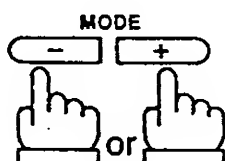
### AUTOMATIC RECEPTION

When your facsimile machine is preset to receive documents automatically, do not answer the phone when it rings. The machine will soon begin receiving.

### MANUAL RECEPTION

You may want to control the reception of an important document yourself. You can do this by changing the reception setting from RCV= AUTO to RCV= MANUAL.

1



or until RCV= AUTO appears.

01 - JAN - 1988 15:00  
RCV= AUTO

2



01 - JAN - 1988 15:00  
RCV= MANUAL

To return to RCV= AUTO press **SELECT** again.

3



01 - JAN - 1988 15:00  
MANUAL RCV

## What to Do When Your Telephone Rings

If your machine is set for manual reception and the phone rings,

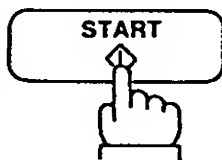
**1**

Lift the receiver.



If you hear a beep ... beep ... beep sound, it means someone wants to send a fax. Or, if the caller answers and says he/she wants to send a fax, then ...

**2**



ON LINE \* RCV \*

(Make sure no document is on the ADF.)

**3**

Hang up the receiver.

**4**

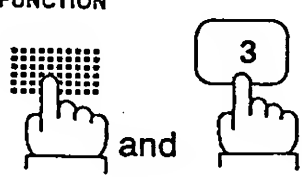
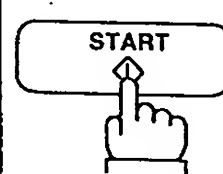
# RECEIVING DOCUMENTS

## POLLING

### How to Poll

The following procedure lets you poll one station, or up to 100 stations. However, if you want to poll two or more stations, you must use One-Touch dialing or Abbreviated dialing numbers.

Be sure to set the polling password before using the following procedure (see page 16).

<b>1</b>	<b>FUNCTION</b>  and	POLLING CALLED STATIONS
<b>2</b>	Dial by pressing a One-Touch key, <b>ABBR</b> and 2 digits, or <b>TEL/DIAL</b> and a full number. Ex: <b>ABBR</b> and <b>3</b> <b>5</b> , or <b>TEL/DIAL</b> <b>7</b> <b>7</b> <b>7</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b>	POLLING [35] (Station name) or POLLING 7772345
<b>3</b>	To add more stations, use One-Touch keys, or <b>ABBR</b> and two digits. Ex: One-Touch key <b>15</b>	POLLING [15] (Station name)
<b>4</b>		* DIALING * [35] (Station name)

#### NOTE



1. To erase or change stations set in steps 2 or 3, press **CLEAR**. If you recorded several, use MODE **-** or **+** to find the station you want. Then press **CLEAR**. Add new stations with One-Touch keys, or **ABBR** and two digits.
2. If a polled station is busy, or does not answer, it will be skipped and the next station will be polled. The skipped station(s) will be redialed twice after all registered stations have been polled.
3. When polling ends, a Multi-Station Communication Journal is automatically printed out. This journal lists the stations polled and indicates whether polling was successful or not.

## Combined Transmission and Polling (Turnaround Polling)

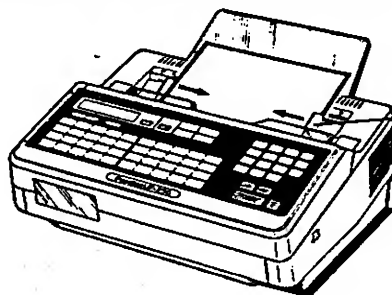
This procedure lets you do two operations with one call, automatically. First, your machine will send a document to a station, and then it will poll the same station.

Be sure to set the polling password before using the following procedure (see page 16).

**1**

Place documents face down on the ADF.  
Adjust left and right Document Guides.

DOCUMENT SET



Document Guide

**2**

FUNCTION



and



XMT & POLLING  
CALLED STATION

**3**

Dial by pressing a One-Touch key, **ABBR** and 2 digits, or **TEL/DIAL** and a full number.

Ex: One-Touch key **10**, or

**TEL/DIAL** **5** **5** **5** **1** **2** **3** **4**

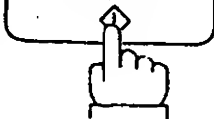
XMT & POLLING  
[10] (Station name)

or

XMT & POLLING  
5551234

**4**

START



\* DIALING \*  
[10] (Station name)

or

\* DIALING \*  
5551234

## RECEIVING DOCUMENTS

### How to Prepare to be Polled

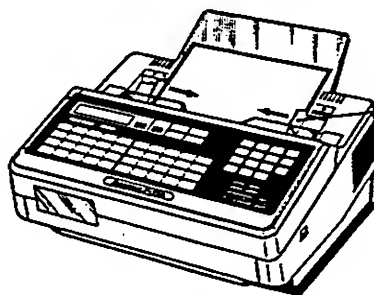
In order to let other stations poll your machine, you must set your machine as described below. Note that you can still receive ordinary transmissions even when set to be polled.

Be sure to set the polling password before using the following procedure (see page 16). After polling, your machine will automatically return to the present setting.

**1**

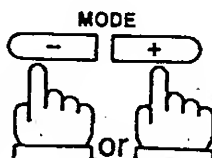
Place documents face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



Document Guide

**2**



or

repeatedly.

DOCUMENT SET  
POLLED=OFF

**3**



DOCUMENT SET  
POLLED=ON

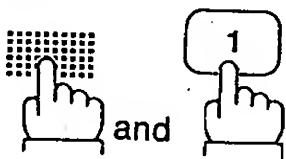

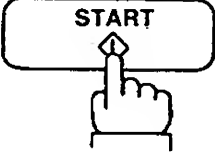
You are now set for POLLED=ON. If you press **SELECT** again, the setting will return to POLLED=OFF.



# USING THE TIMERS FOR POLLING

You can poll documents from one or more stations at any fixed time within 24 hours. Built-in timers make this DEFERRED POLLING possible. Note that both Deferred Transmission (see page 46) and Deferred Polling can be set independently to occur at different times.

## Deferred Polling

<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40px; text-align: center; font-weight: bold;">1</div> <div style="display: inline-block; vertical-align: top;"><p>FUNCTION</p><p>and</p></div>	<p>DEFERRED COMM. NO. = <b>1</b></p> <p>1:XMT 2:POLLING</p>
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40px; text-align: center; font-weight: bold;">2</div> <div style="display: inline-block; vertical-align: top;"><p>Select 2. POLLING</p></div>	<p>START TIME <b>1</b> :</p> <p>CALLED STATIONS</p>
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40px; text-align: center; font-weight: bold;">3</div> <div style="display: inline-block; vertical-align: top;"><p>Enter start time from keypad. (Use 4-digit, 24-hour clock)</p><p>Ex: <b>1</b> <b>5</b> <b>0</b> <b>0</b> (3 p.m.)</p></div>	<p>START TIME 15:00</p> <p>CALLED STATIONS</p>
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40px; text-align: center; font-weight: bold;">4</div> <div style="display: inline-block; vertical-align: top;"><p>Dial by pressing a One-Touch key, or <b>ABBR</b> and 2 digits.</p><p>Ex: One-Touch key <b>10</b></p></div>	<p>DEFERRED POLL 15:00</p> <p>[10] (Station name)</p>
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40px; text-align: center; font-weight: bold;">5</div> <div style="display: inline-block; vertical-align: top;"><p>To add more numbers (100 maximum), repeat step 4.</p><p>Ex: <b>ABBR</b> and <b>1</b> <b>5</b> .</p></div>	<p>DEFERRED POLL 15:00</p> <p>[15] (Station name)</p>
<div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40px; text-align: center; font-weight: bold;">6</div> <div style="display: inline-block; vertical-align: top;"></div>	<p>01-JAN-1988 15:00</p> <p>DEFERRED POLL 15:00</p> <p>[10] (Station name)</p>

The standby display and Deferred Poll display will flash alternately until polling actually takes place.

# VOICE CONTACT

## Making Voice Contact after Receiving

You may want to talk to the other person over the phone after receiving documents. To do so,

**1**



while you are receiving.

ON LINE \* RCV \* TEL

When receiving is over you will hear a beep-beep-beep sound coming from the machine.

ON LINE \* RCV \* TEL  
OPERATOR CALLING

**2**

Lift the receiver



and



again.

**3**

Talk. HELLO

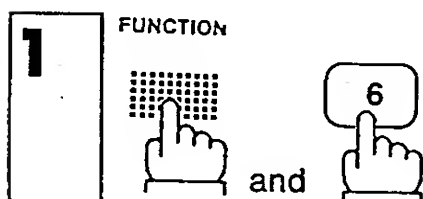


# 5 PRINTOUT REPORTS AND LISTS

To help you maintain records of the documents you send and receive, as well as lists of the numbers you record, your facsimile machine is equipped to print out the following reports and lists: a Journal, Ori-Touch/ABBR. No. list, Program list, and a FAX Parameter list.

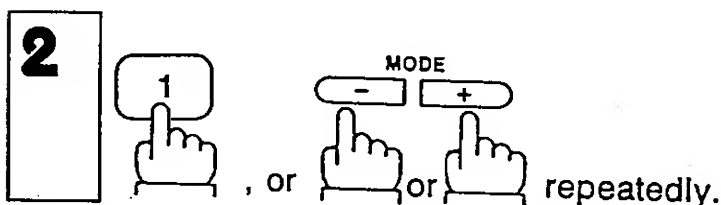
## Journal Printout

The "Journal" is a record of the last 32 transactions (a transaction is performed each time you send or receive a document). It is printed out automatically after every 32 transactions, but you can print it out manually in the following way;

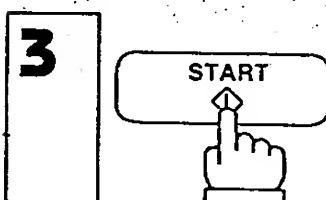


PRINT OUT

NO. = ■



JOURNAL PRINT



\* PRINTING \*  
JOURNAL PRINT

### NOTE



Your machine is preset at the factory to permit you to send documents even when there is no more recording paper in the machine, or when a mechanical error that affects receiving (e.g. an overheated recording head) has occurred. With this setting, however, some transactions might not be recorded on the Journal. To change the setting (and ensure a complete Journal printout) see page 26.

## Sample Journal Printout

\*\*\*\*\* UF-250 \*\*\*\*\* -JOURNAL- \*\*\*\*\* (1) (2)  
DATE 01-JAN-1988 \*\*\*\*\* TIME 15:00 \*\*\*\*\*

(3) NO.	(4) COM	(5) DOC	(6) DURATION	(7) X/R	(8) IDENTIFICATION	(9) DATE	(10) TIME	(11) DIAGNOSTIC
01	OK	02	00:01'06	XMT	PARIS OFFICE	01-JAN	10:44	840480AC7800
02	S-OK	00	00:00'20	XMT	-----	01-JAN	10:45	A40480AC7800
03	OK	01	00:03'19	RCV	GROUP2	01-JAN	10:47	010220200000
04	OK	02	00:01'07	XMT	CENTRAL OFFICE	01-JAN	10:53	840480AC7800
05	OK	05/05	00:02'38	XMT (14) T	0466 23 1689	01-JAN	10:57	840480AC7800
06	OK	*02	00:01'09	RCV	LONDON B.O.	01-JAN	11:04	050280AC7800
07	407	00	00:00'46	XMT	TOKYO B.O.	01-JAN	11:07	840480AC7800
32	OK	05/05	00:02'52	XMT T	555 6949	01-JAN	12:32	840480AC7800

(12)  
-Panafax UF-250

\*\*\*\*\* -PANASONIC- \*\*\*\*\* (13)  
-1234567890123456789- \*\*\*\*\*

## Sample Individual Transmission Journal

\*\*\*\*\* UF-250 \*\*\*\*\* -JOURNAL- \*\*\*\*\* (1) (2)  
DATE 01-JAN-1988 \*\*\*\*\* TIME 15:00 \*\*\*\*\*

(3) NO.	(4) COM	(5) DOC	(6) DURATION	(7) X/R	(8) IDENTIFICATION	(9) DATE	(10) TIME	(11) DIAGNOSTIC
11	OK	01	00:00'54	XMT	LONDON B.O.	01-JAN	10:44	C00480207920

(15)  
VOICE CONTACT REQUESTED.

(12)  
-Panafax UF-250

\*\*\*\*\* -PANASONIC- \*\*\*\*\* (13)  
-1234567890123456789- \*\*\*\*\*

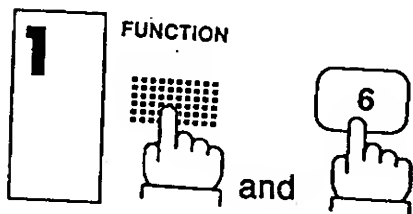
## PRINTOUT REPORTS AND LISTS

### Journal Printout Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Communication number : 1 ~ 32 (Does not always begin with 1 when printed out manually.)
- (4) Communication result : OK indicates the transmission was successful.  
S-OK : indicates that STOP was pressed during communication,  
Three-digit information code (see page 74) appears when there was a problem.
- (5) Number of pages transmitted or received.  
The two digit number is the number of pages successfully transmitted or received. When the Total Page function is activated, two 2-digit numbers will appear. The first 2-digit number represents the number of pages successfully transmitted. The second 2-digit number represents the total number of pages that were attempted to be transmitted.  
An asterisk \* indicates that the quality of some received copies was poor.
- (6) Duration of communication : Hours:Minutes'Seconds
- (7) Type of communication : XMT = Transmission  
RCV = Reception
- (8) Remote station identification : A name indicates station name recorded in this machine. A number indicates remote station's ID number or Telephone number. Group 2, 3 indicates that the remote station was a CCITT G2, G3 machine.
- (9) Communication date : Day-Month
- (10) Communication start time : Hour:Minute
- (11) Diagnostic : For Panasonic service personnel only.
- (12) LOGO : Up to 25 characters.
- (13) ID number : Up to 20 digits
- (14) Dialing method : "T" indicates direct dialing or One-Touch/Abbreviated dialing with no recorded station name.
- (15) Call back message : Appears when voice contact was requested.

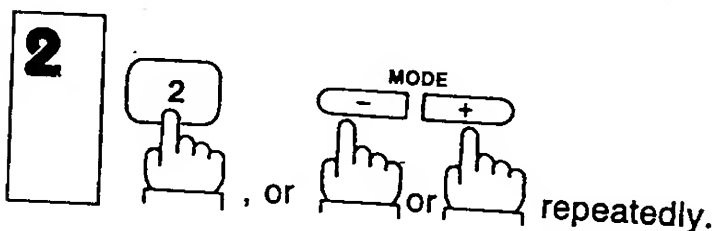
# One-Touch/ABBR. Dialing Number List

To print out a list of all the facsimile numbers you recorded under One-Touch/ABBR. Dialing numbers,

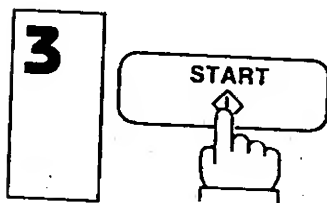


PRINT OUT

NO. =



ONE-TOUCH/ABBR. NOS.



\* PRINTING \*  
ONE-TOUCH/ABBR. NOS.

## Sample One-Touch/ABBR. Dialing Number List

\*\*\*\*\* UF-250 \*\*\*\*\* ONE-TOUCH/ABBR.NOS. \*\*\*\* DATE 01-JAN-1988 \*\*\*\*\* TIME 15:00 \*\*\*\*\* P.1

(4) ABBR.NO.	(5) STATION NAME	(6) TELEPHONE NO.	(10) 2nd ABBR
[01]	Yokohama B.O.	0456350804	
[02]	Nagoya B.O.	0522627811	[30]
[03]	New York B.O.	51669956808	
[04]	ABC CO.,LTD	421-568-8523	
[05]	PARIS OFFICE	5687644	[01]
[06]	HONG KONG	4210865	
[07]	XYZ gmbH	1987654	
[08]	Tokyo B.O.	034919191	[05]
[09]	CENTRAL OFFICE	8765432	
[10]	AAA CORP.	2345678	
[24]	EXPRESS TRANS	8765432	[24]
[30]	H.G.C.S.	0467856940	

(7)  
NO. OF STATIONS = 12

(8)  
-Panafax UF-250

\*\*\*\*\* -PANASONIC- \*\*\*\*\* (9)  
-1234567890123456789- \*\*\*\*\*

## PRINTOUT REPORTS AND LISTS

---

### One-Touch/ABBR. Dialing Number List Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Printout page number
- (4) Abbreviated number or One-Touch number
- (5) Station name recorded in the machine : Up to 15 characters
- (6) Telephone number recorded in the machine : Up to 36 digits  
— indicates a pause.
- (7) Number of recorded ABBR and One-Touch numbers
- (8) LOGO : Up to 25 characters
- (9) ID number : Up to 20 digits
- (10) Second Abbreviated Number

# Program List

To print out a list of all the dialing patterns stored under the program keys,

1

FUNCTION

and

6

PRINT OUT  
NO. =

2

3

, or

MODE

-

+

or

repeatedly.

PROGRAM LIST

3

START

\* PRINTING \*  
PROGRAM LIST

## Sample Program List

\*\*\*\*\* UF-250 \*\*\*\*\* -PROGRAM LIST- \*\*\*\*\* DATE 01-JAN-1988 \*\*\*\*\* TIME 15:00 \*\*\*\*\* P.1

(4) PROGRAM	(5) PROGRAM NAME	(6) COMM. TYPE	(7) TIMER	(8) ABBR. NOS.
[P1]	EUROPE	XMT	23:45	[01]
[P2]	U.S.A.	POLL	-----	[03],[04],[07],[09],[19],[24],[36],[55]
[P3]	ASIA	---	-----	[05],[10],[62],[64]
}				
[P8]	JAPAN	XMT	-----	[06]

(9)  
-Panafax UF-250

(10)  
\*\*\*\*\* -PANASONIC- \*\*\*\*\* -1234567890123456789- \*\*\*\*\*

5



## PRINTOUT REPORTS AND LISTS

---

### Program List Explanation

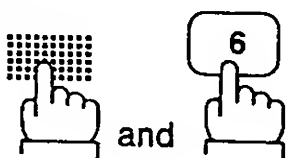
- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Printout page number
- (4) Program key : P1 ~ P8
- (5) Program name : Up to 15 characters
- (6) Type of communication : XMT indicates transmission  
POLL indicates polling  
— — — indicates the program key is  
programmed as DIALING.
- (7) Timer : Indicates the starting time  
— — — — — indicates the program key  
contains "non-deferred"  
program.
- (8) Numbers recorded in the  
program : One-Touch and ABBR numbers.
- (9) LOGO : Up to 25 characters
- (10) ID number : Up to 20 digits

## FAX Parameter List

To print out a list of the FAX Parameters (see page 28),

1

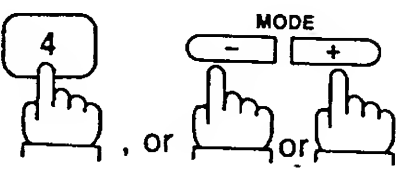
FUNCTION



PRINT OUT  
NO. =

2

MODE

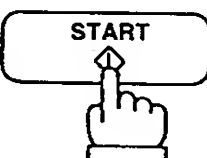


, or repeatedly.

FAX PARAMETER LIST

3

START



\* PRINTING \*  
FAX PARAMETER LIST

## Sample Fax Parameter List

\*\*\*\*\* UF-250 \*\*\*\*\* -FAX PARAMETERS- \*\*\*\*\* (1) (2)  
 DATE 01-JAN-1988 \*\*\*\*\* TIME 15:00 \*\*\*\*\*

(3) PARAMETER NUMBER	(4) CURRENT SETTING	(5) STANDARD SETTING
01	1	1
02	2	1
03	1	1
⋮	⋮	⋮
15	2	2

(6)  
-Panafax UF-250

(7)  
\*\*\*\*\* -PANASONIC- \*\*\*\*\* -1234567890123456789- \*\*\*\*\*

## Fax Parameter List Explanation

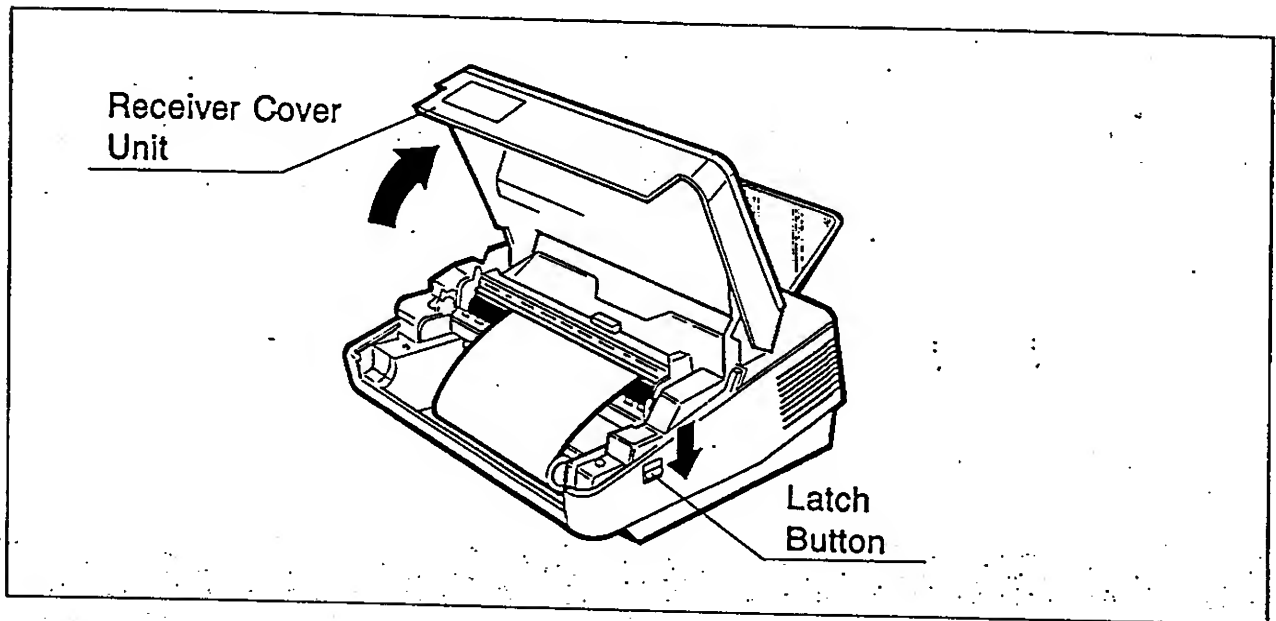
- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Parameter number
- (4) Current setting
- (5) Standard setting (see page 28)
- (6) LOGO : Up to 25 characters
- (7) ID number : Up to 20 digits

## 6 PROBLEM SOLVING

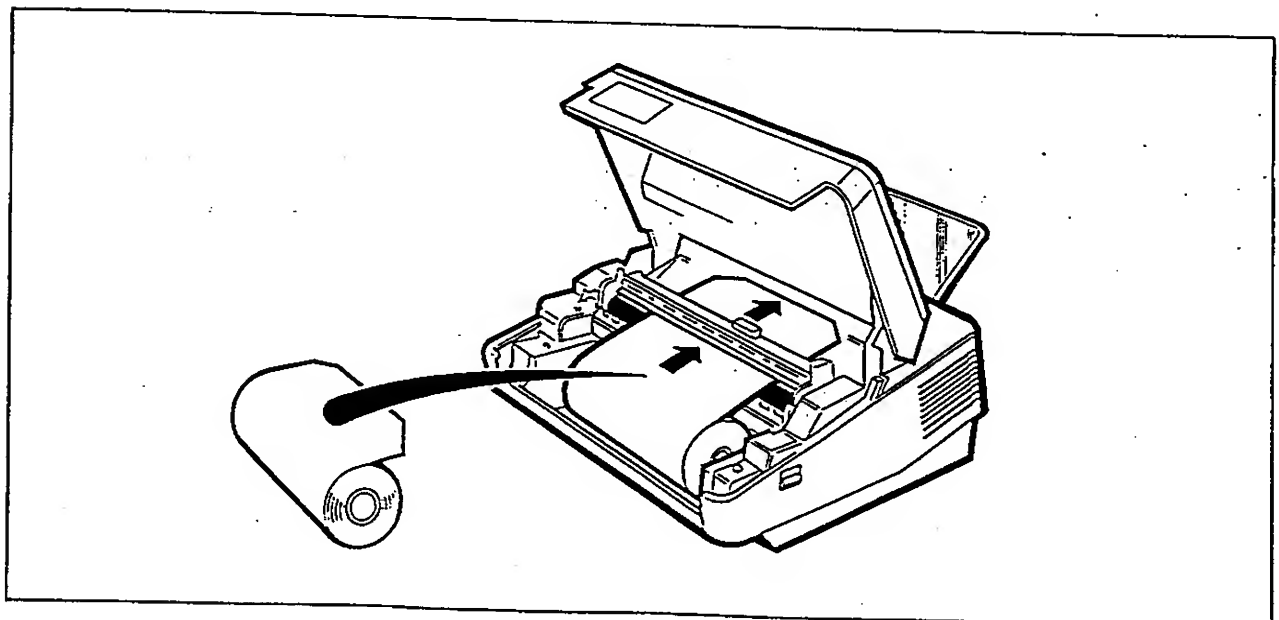
### HOW TO LOAD RECORDING PAPER

Your facsimile machine uses a roll of special recording paper, which the serviceman may load for you when the machine is installed. However, you can easily load paper yourself by following the steps below.

1. Open the Receiver Cover Unit (Control Panel) by depressing the latch button.

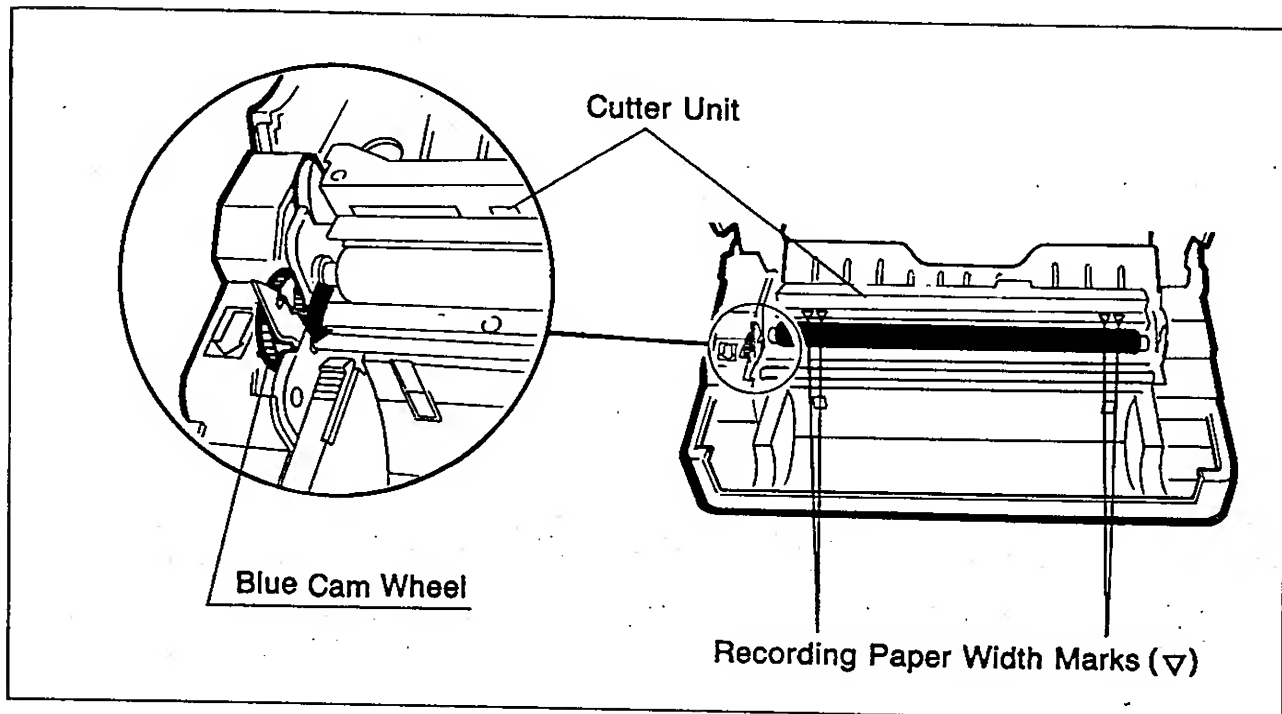


2. If there is an old roll inside, lift it out and set a new roll in its place. Be sure the direction of the roll is as shown below. Draw out more than 5 cm of recording paper between the guide plates of the cutter section until it projects outside the unit.



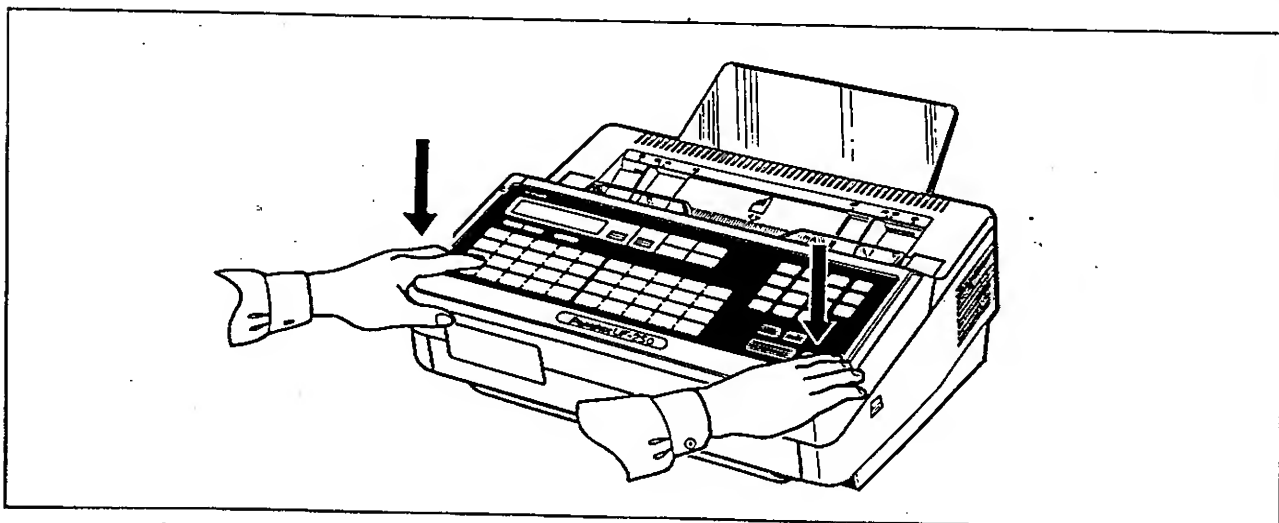
**NOTE**

1. The cutter section guide plate has marks indicating the width of the recording paper.  
When setting the recording paper, be sure to align the paper with the marks.
2. If the recording paper cannot pass between the guide plates, turn the Blue Cam Wheel in the arrow direction until you cannot turn.



3. Close the receiver cover unit carefully by pressing both ends gently until you hear the cover lock into position.

The recording paper projecting from the unit will be cut automatically.  
Remove this cut paper.



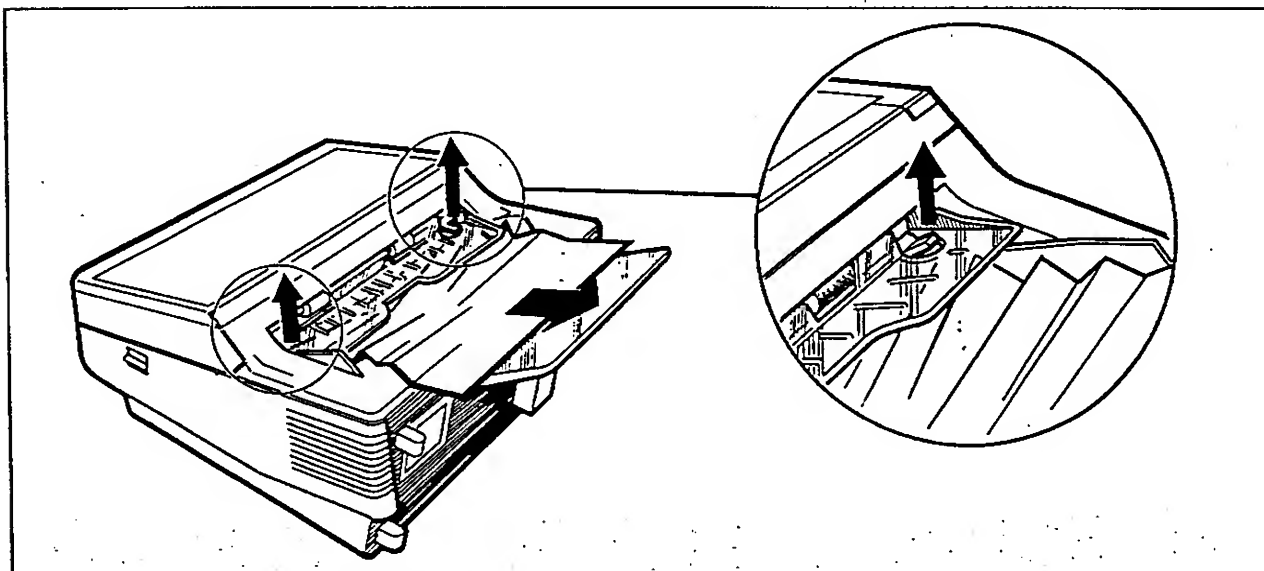
## PROBLEM SOLVING

### CLEARING A DOCUMENT JAM

If a document becomes jammed in the machine, the display will show the information code 031.

To clear the jam, follow the appropriate procedure below.

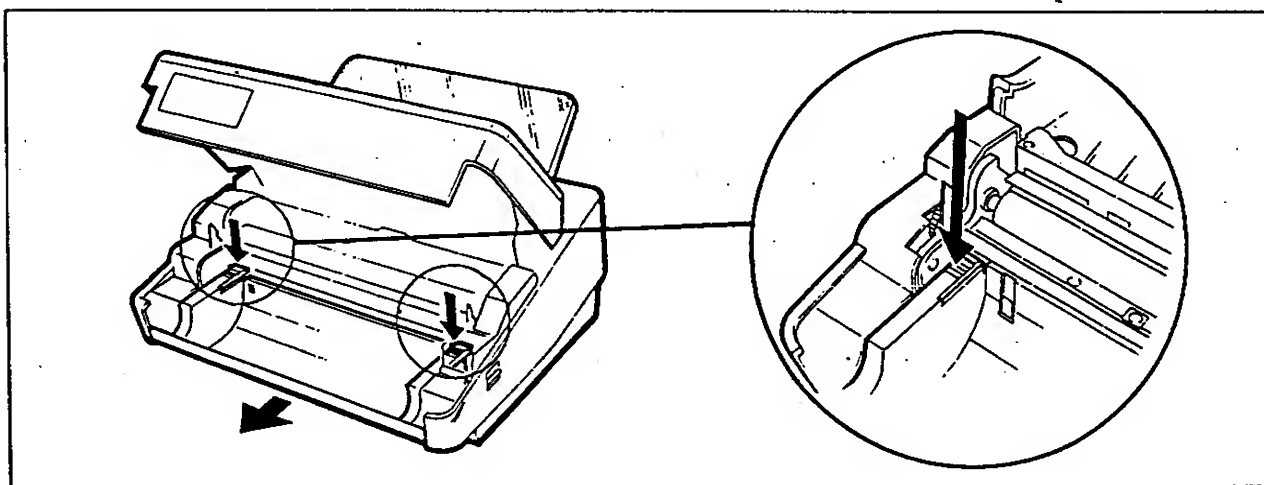
1. When you can still grab hold of the jammed paper,



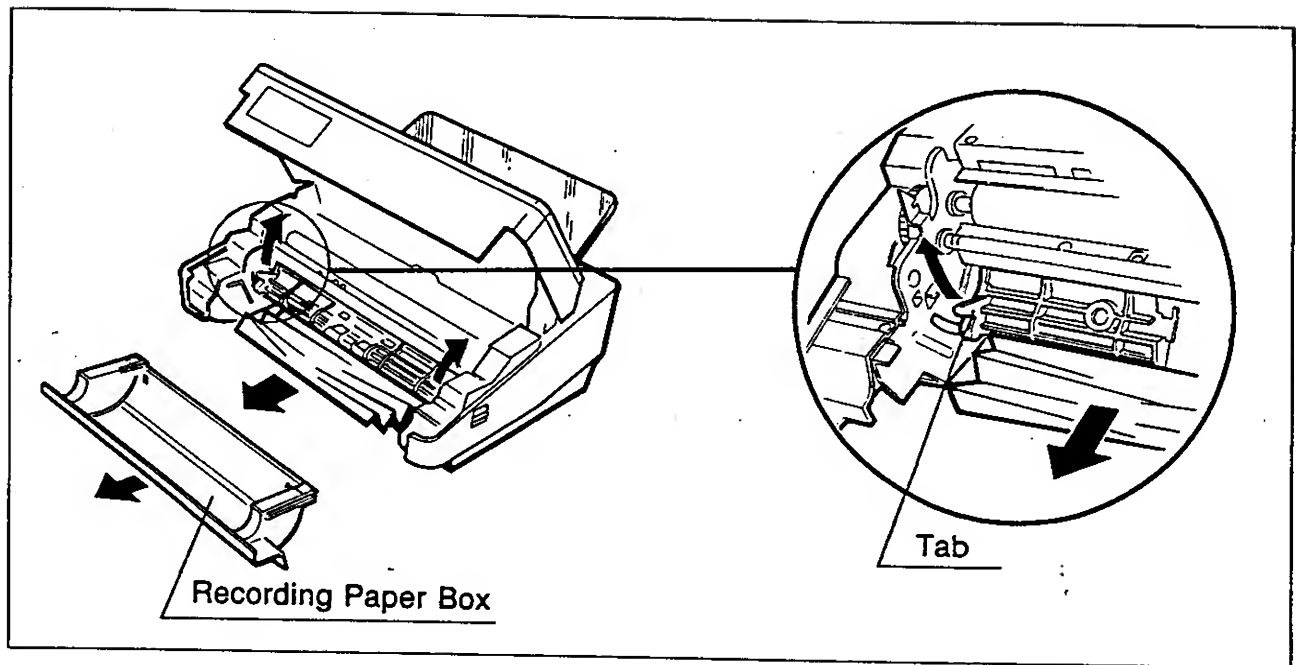
- (a) Open the Transmitting Guide Unit by pulling two tabs located on both sides of the unit, and remove the jammed paper.

- (b) Relock the Transmitting Guide Unit by pressing down.

2. When you cannot grab hold of the jammed paper,



- (a) Open the Receiver Cover Unit.  
Remove the Recording Paper Box by pressing the latches located on both sides of the Recording Paper Box.

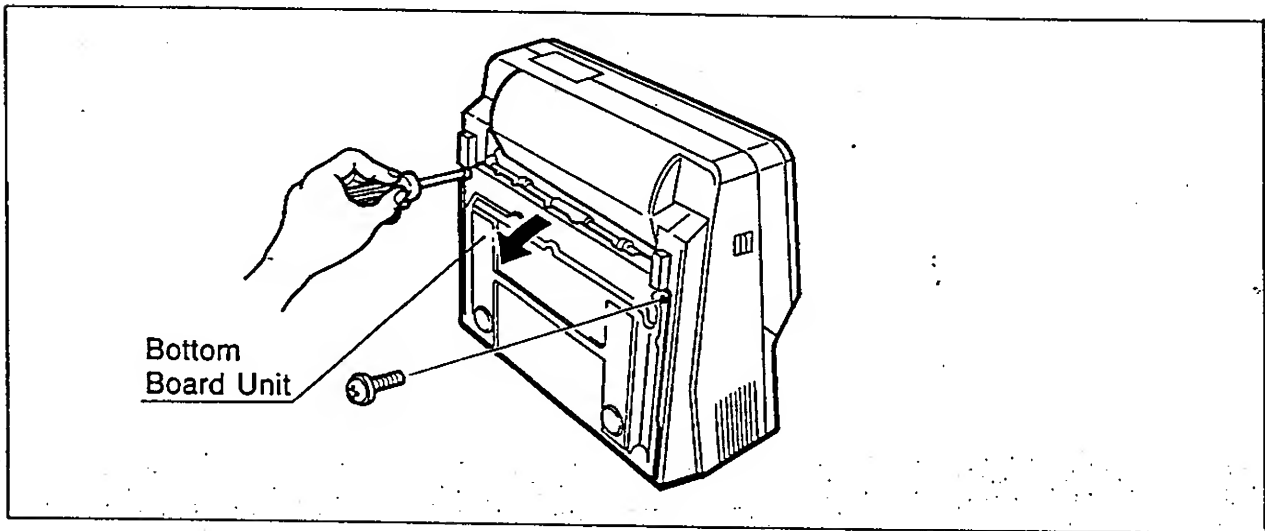


- (b) Remove the jammed paper by pulling two tabs located on both sides of the Transmitting Guide Unit.
- (c) Relock the Transmitting Guide Unit and Recording Paper Box, and set a recording paper. Then gently close the Receiver Cover Unit with both hands.

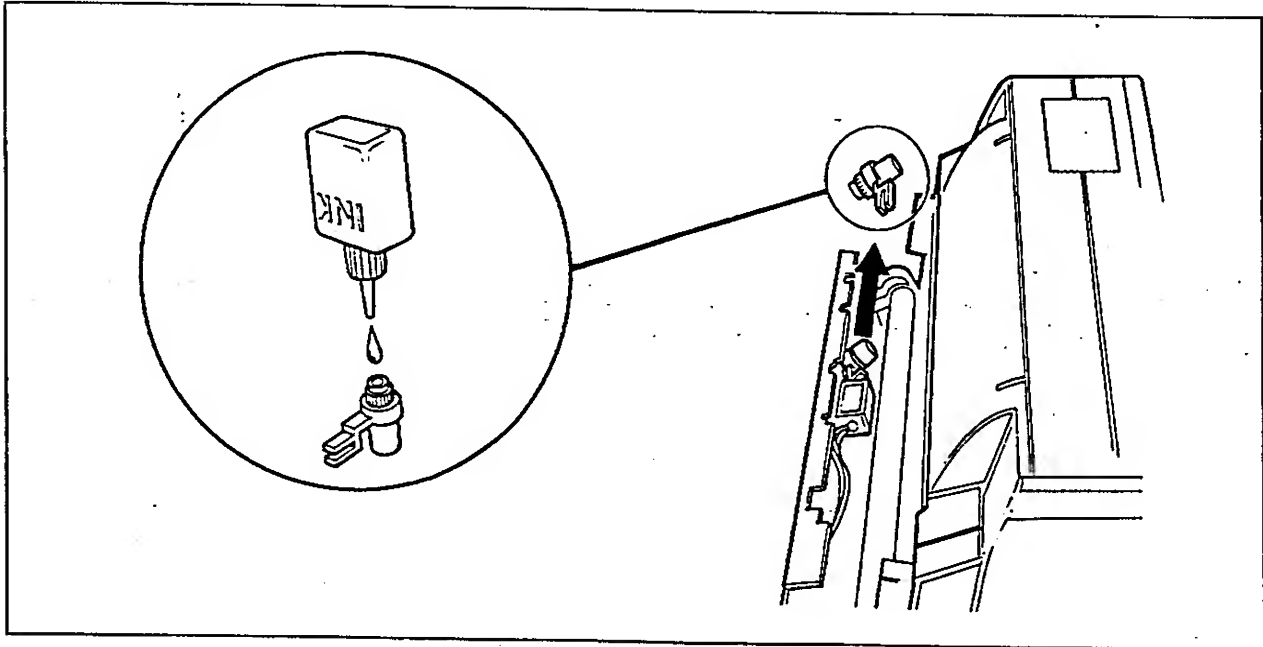
### REFILLING AND REPLACING THE VERIFICATION STAMP

The verification stamp contains ink. When the stamp appears faded or hard to read, the stamp should be refilled with ink or replaced.

1. Turn the power OFF(O). Remove the ADF tray and stand the unit up, then remove the Bottom Board Unit Screws, and open the Bottom Board Unit towards you.

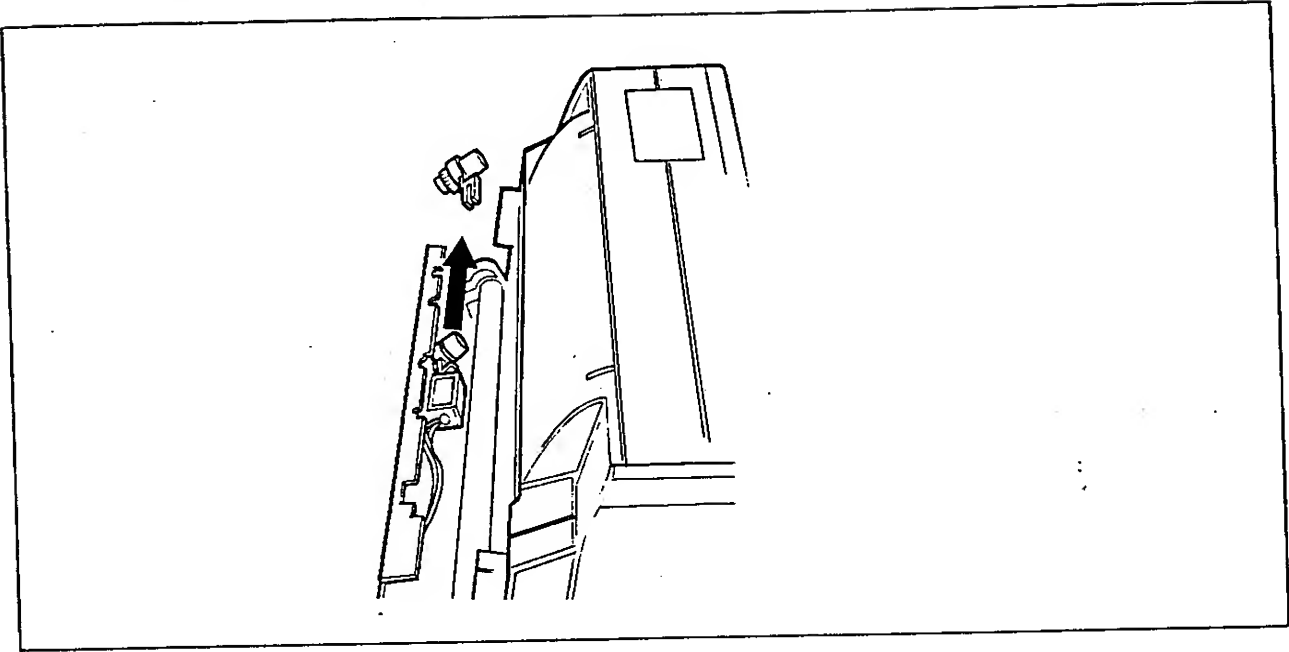


2. (a) To refill the stamp with ink,



remove the Verification Stamp Unit, and refill the stamp by placing a few drops of specified ink into it. Leave it a few minutes as it is, enough to spread ink. Make sure that ink does not spill from the stamp even if it is upset, and reset the stamp unit.

(b) To replace the stamp,



remove the Verification Stamp Unit, and replace the stamp with a new one.

3. After the stamp unit has been refilled or replaced, close the Bottom Board Unit and replace the screws. Turn the power ON (I).

**NOTE**

When the stamp unit is set as above, the stamp will appear on the front side of each page.

If you want the stamp to appear on the back side of each page, ask your service personnel to change the stamp unit.



## PROBLEM SOLVING

### REPLACING THE FLUORESCENT LAMP

If the receiving party reports that the received documents were black, or contained black bands, try making a copy on your unit. If the copy is black or has black bands, the fluorescent lamp is probably defective and must be replaced.

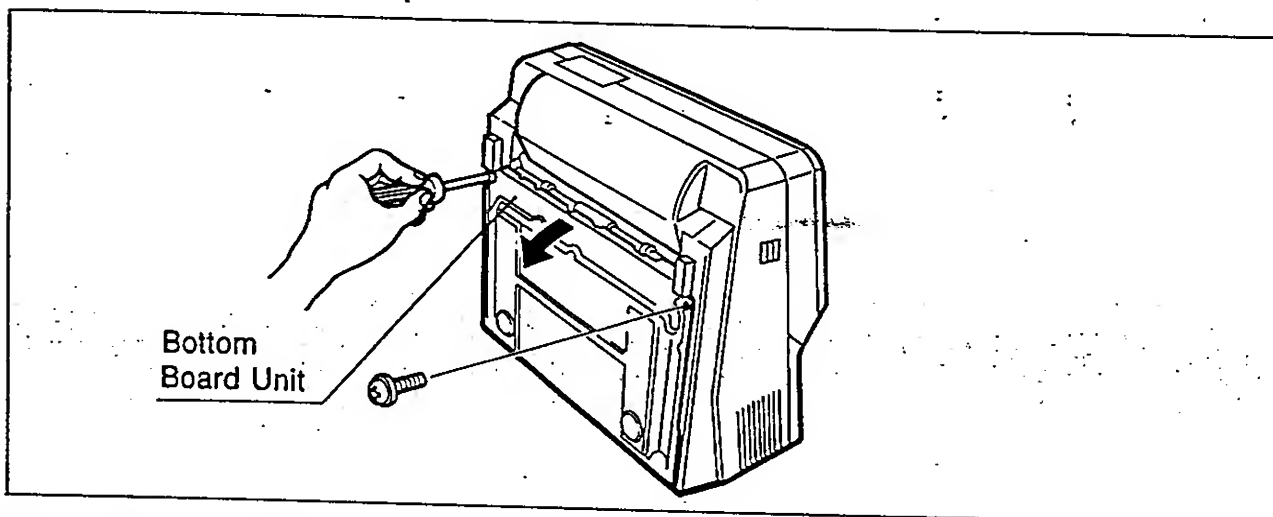
#### NOTE



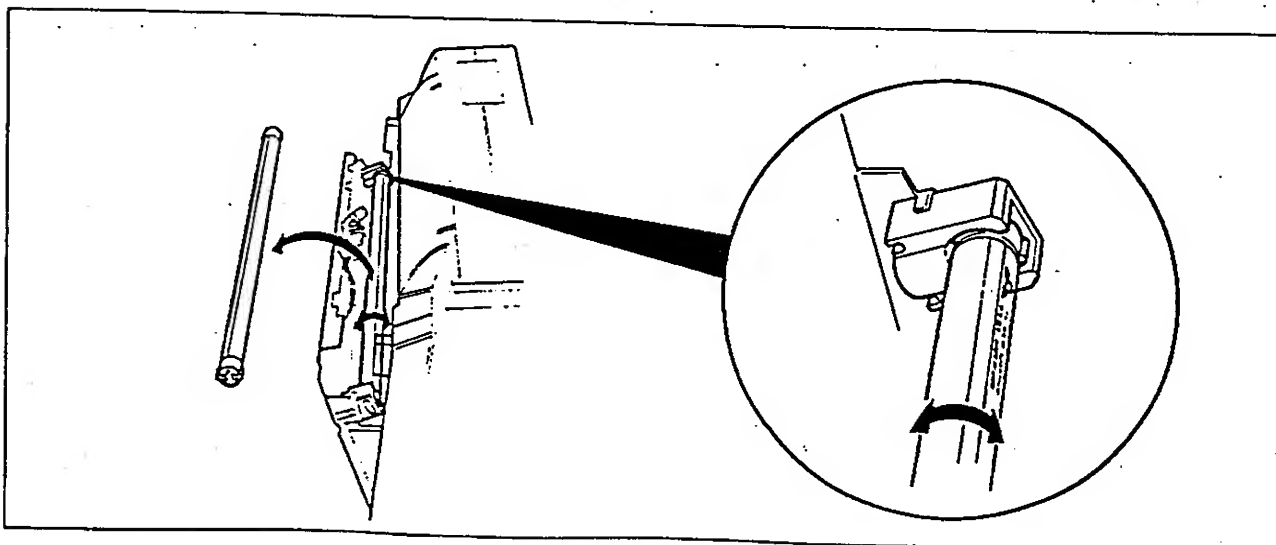
The fluorescent lamp is very hot when the unit is turned on. Wait 5 minutes or more after turning the power switch OFF, before replacing the lamp.

1. Turn the power OFF (O).

Remove the ADF tray and stand the unit up, then remove the Bottom Board Unit screws.



2. Open the Bottom Board Unit towards you. Rotate the fluorescent lamp and remove it from the unit.  
When inserting a new fluorescent lamp, make sure that the transparent part faces you and the manufacturer's mark is at the lefthand corner. Replace the screws and return the unit to its original position.  
Turn the power ON (I).

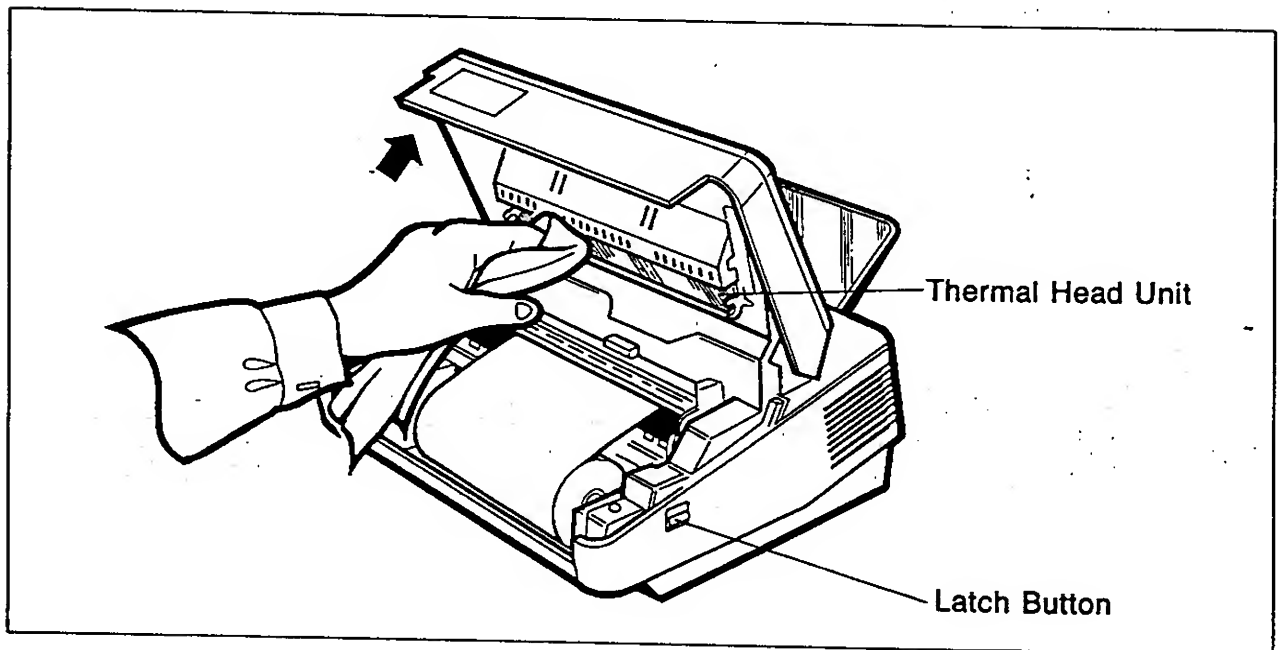


## CLEANING THE THERMAL HEAD

The thermal head in your machine needs to be cleaned occasionally to ensure clear facsimile reproduction.

To clean the thermal head,

1. Open the Receiver Cover Unit by depressing the latch button on the right side panel.



2. Wipe the surface of the thermal head unit gently with a soft cloth or gauze soaked with ethyl alcohol. Be sure to use a clean cloth since the thermal head unit can be easily scratched.

## PROBLEM SOLVING

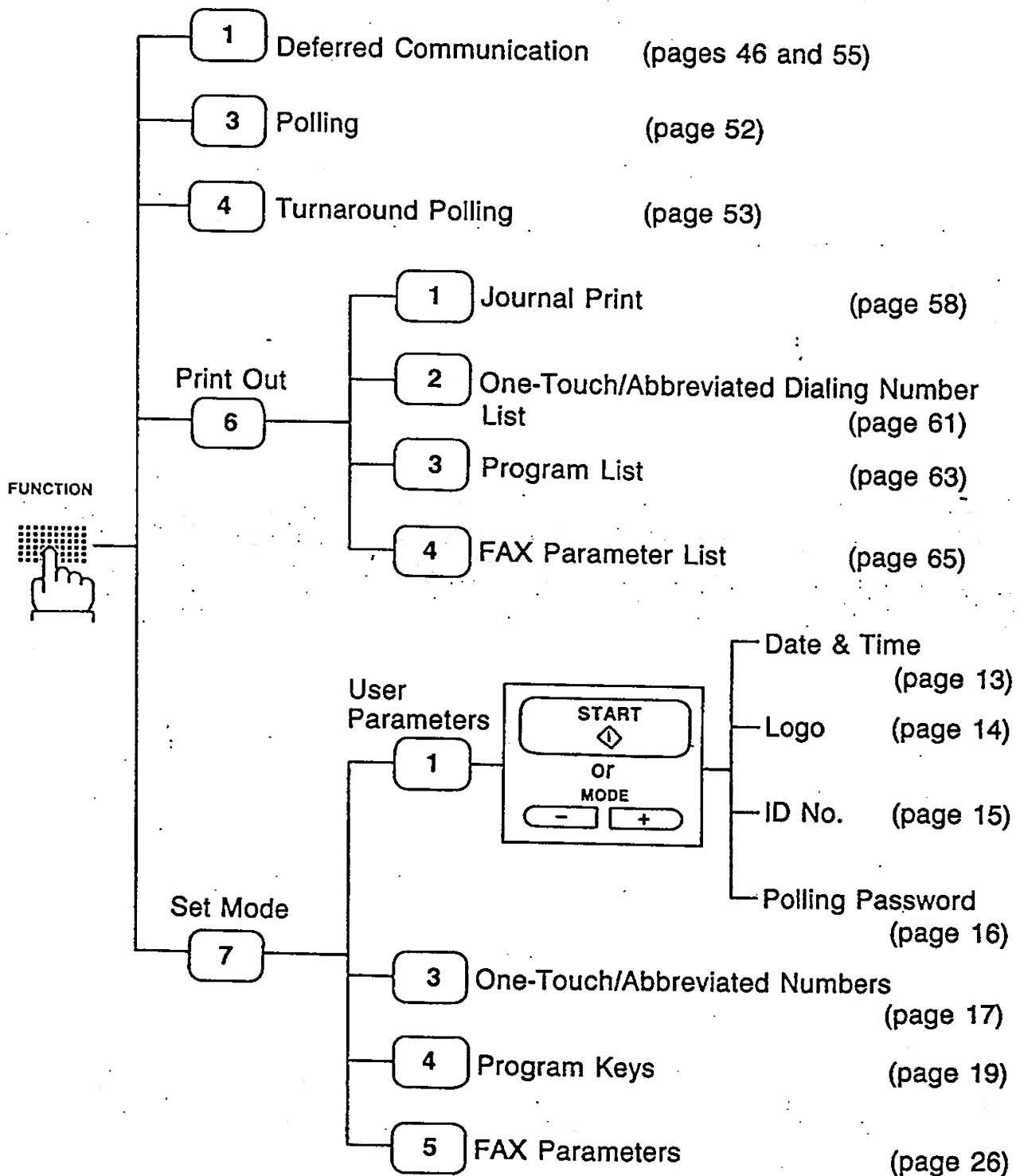
### INFORMATION CODES

When something unusual occurs, the display may show one of the information codes below. These will help you identify the problem, if any.

Information code	Meaning	Response
010	No recording paper.	See page 66.
030	Document is not set properly.	Reset the document correctly.
031	Document is jammed or document length exceeds one meter.	Open the transmitting guide unit and remove the document. Then reset the document (see page 68).
061	Receiver Cover Unit and Bottom Board Unit opened during communication.	Close the Receiver Cover Unit and Bottom Board Unit.
400 to 599	Communication trouble due to: <ul style="list-style-type: none"><li>• varying telephone line conditions</li><li>• fax machine incompatibility</li><li>• problem at other party.</li></ul>	<ul style="list-style-type: none"><li>• Reset the document and try again.</li><li>• Check the other party</li></ul>
621	Unable to dial and poll because of no recording paper.	See page 66.
623	No document was on the ADF when transmission started after automatic dialing operation.	Place documents face down on the ADF.
630	Redialing was not successful because of a busy line or no response.	Redial manually.
638	Power failure occurred.	Try the same operation again.

# 7 APPENDIX

## SUMMARY OF FUNCTION KEY FUNCTIONS



## SPECIFICATIONS

Compatibility	CCITT Group 3 Group 2
Scanning method	Flat bed scanning with CCD type image sensor
TRANSMITTER	
RECEIVER	Flat bed scanning with solid state thermal recording head
Document size	MAX. : 280 mm × 297 mm 280 mm × 1000 mm (with operator's assistance) MIN. : 148 mm × 73 mm
Effective scanning width	G3: 208 mm, 252 mm (Reduction) G2: 205 mm, 240 mm (Reduction)
Resolution	Horizontal : G3 8 pels/mm G2 3.85 pels/mm (Nominal) Vertical : G3 3.85 lines/mm (STD) 7.7 lines/mm (FINE) 15.4 lines/mm (SUPER FINE) G2 3.85 lines/mm (Nominal)
Coding scheme	MH, MR, with MWS
Modem	Group 3 : V.29, V.27 ter with fallback function, and V.21 Group 2 : AM-PM-VSB
Automatic Document Feeder (ADF)	Built-in, up to 30 sheets
Power supply	100 V version : AC 97 V to 138 V 50/60 Hz, Single Phase 200 V version : AC 180 V to 264 V 50/60 Hz, Single Phase
Power consumption	Standby : Approx. 20 W Transmission : Approx. 50 W Reception : Approx. 50 W (Black Ratio: 20%) Copy : Approx. 70 W (Black Ratio: 20%)
Dimensions	161 mm (H) × 370 mm (W) × 335 mm (D) (excluding projections)
Weight	Approx. 8 kg (excluding trays, recording paper, power cord)
Operating environment	Temperature : 5 to 35°C Relative humidity : 20 to 80%

# Facsimile Number Directory

**Name**

## Number

This image shows a full page of primary-ruled paper designed for handwriting practice. It features two vertical columns of horizontal dotted lines. Each column contains 20 rows of these dotted lines, providing a guide for letter height and placement. The paper is otherwise blank, with no margins or additional markings.

# Facsimile Number Directory

**Name**

## Number

[illegible]

# Facsimile Number Directory

**Name**

## Number

[illegible]



## Number

[illegible]

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